WOODBRIDGE TOWNSHIP BOARD OF EDUCATION
Woodbridge, New Jersey

Regulations Manual

5000 Students

5020 Role of Parents/Guardians
5111 Admission to School
5113a Administrative Attendance for Elementary and Middle School Students
5113b Administrative Attendance for High Schools
5113c Administrative Attendance Regulations Appeals Committee
5113d Early Dismissal
5113e Early Dismissal Due to Medical Emergency
5113g Long Term Absences and Transfers
5113f Withdrawal from School
5118 Non Resident Pupils
5120 Assessment of Individual Needs
5124 Reporting Student Progress
5124 Reporting to Parents
5125 Student Records
5125.1 Electronic Student Data and Records
5125a Pupil Records
5125b Handling Confidential CST Reports
5125c Permanent Record Cards Special Education Students – Elementary
5126 Athletic Award Guidelines for High Schools
5126.1 Honor Rolls & Honor Societies
5127 Student Dress Code for Graduation
5131 Corporal Punishment
5131 Student Smoking
5131a Student Conduct and Discipline
5131b Code of Behavior for Athletes
5131c Suspension and Expulsion
5131d Police Interrogations and Arrests
5131e Conduct of Transported Pupils
5131.1 Threatening Behavior Prevention
5131.5 Vandalism
5131.5 Violence & Vandalism
5131.5 Violence & Vandalism
5131.6 Drugs, Alcohol, Steroids, Nicotine
5131.6a Alcoholic Beverages
5131.6b Agreement with Law Enforcement Agencies-Drug Free School Zone
5131.7 Weapons and Other Dangerous Instruments
5131.7 Drug Awareness and Abuse
5131.8 Random Alcohol & Drug Testing
5141 Student Health Procedures
5141 Student Health Services and Requirements
5141a Control of Contagious Diseases ./ Summary of Diseases
5141b Health Screening
5141c Filing and Follow Up of Insurance Claims for Athletic Injuries
5141d Human Immunodeficiency Virus
5141.1 Emergency Medical Procedures for Sports Athletics
5141.1/5141.2 Accidents and Illness
5141.2 Illness
5141.2 Use of Medications
5141.21 Administration of Medication (5)
5141.3 Health Examinations and Immunizations
5141.3 Immunizations
5141.4 Missing, Abused and Neglected Children
5141.4a Child Abuse and Neglect
5141.4b Missing Children
5141.6 CST Response to Threatened or Attempted Self Destruction
5141.6a Sudden Death of a Member of the School Community
5141.6b Suicide Awareness and Prevention
5141.6c Crisis Team
5142 Procedures for Animal Bites
5142 Pupil Safety
5142.1 Safety Patrol
5145 Equal Opportunity/Non Discrimination/Sexual Harassment Complaint
5145.12 Student Locker Search
5145.6 Student Grievance

Student Grievance Form

5200 Non Public School Pupils
5210 Superintendent Student Advisory Committee
5220 Fund Raising Drives
5220 Student Fund Raising
ROLE OF PARENTS/GUARDIANS

The Woodbridge Township Board of Education believes that the education of children is a joint responsibility, one it shares with the parents/guardians and the school community. To facilitate the participation of parents and guardian, the district shall implement a program of activities for the purpose of involving parents/guardians as much as possible in district concerns and in the planning of their children’s programs.

Communications shall include use of the parents/guardians native language when necessary. Activities which shall be included as a minimum include:

A. **Parent/Guardian and Student Handbooks**

   The Woodbridge Township School District shall publish and/or post on the website, a handbook for students and parents/guardians. The handbook shall explain the school program, rules and regulations, procedures which are in effect, and other information which is vital for parents/guardians to know in order to profit as much as possible from the program of the school.

B. **Back-to School Night**

   On one night, parents/guardians will be urged to visit the school in order to hear presentations by the teachers regarding the classroom programs and expectations for the school year.

C. **Progress Reports**

   Teachers shall issue written notices of deficiencies in performance which shall be sent to the parents/guardians of affected students to serve as warnings that measures should be taken to improve performance.

D. **Report Cards**

   Written reports of performance shall be issued at least twice a year in kindergarten and four times each year for students in grade one through six.

E. **Parent/Guardian Conference Week**

   The Woodbridge Township School District shall encourage parents/guardians to schedule conferences with their children’s teachers during a week designated for that purpose. On two days parents/guardians will be invited to observe the many learning experiences provided for their child during the school day.

Adopted: 08/14
The policy of the Woodbridge Township Board of Education regarding admission to school is as follows:

A. Entrance to Kindergarten:
   1. A child may be admitted to kindergarten during the month of September if he/she attains the age of five years on or before October 31 of that year.
   2. The child must be toilet trained.

B. Entrance to First Grade:
   A child is eligible for first grade in September provided he/she is at least six years of age on or before October 31 of that year.

C. Entrance to Preschool Handicapped Program:
   Any handicapped pupil who will be three or four years of age by October 31 of that year may be considered for evaluation by a Child Study Team, and if eligible for classification may be included in the Preschool Handicapped program.

D. A beginning pupil who will be six years old on or before October 31 may be placed in a kindergarten if it is the judgment of the teacher and principal that he/she will profit more his/her first year by being placed in a kindergarten class rather than in first grade.

E. Any pupil who is five years old or older on or before October 31 of the current year who has been in attendance in any private, public, or parochial school shall be admitted upon receipt of transfer. A pupil admitted under these conditions shall be placed in a grade corresponding to the grade in which said pupil was enrolled in the school from which he/she was transferred, except as hereafter provided.

F. Entrance of New Pupils to Grade K-12
   In order to assure assignment to the grade best suited to a pupil's needs and readiness, placement shall be determined by the school principal working in cooperation with the pupil's parents or guardian. Placement shall be governed by the following considerations:

   1. Age, health, and maturity of the pupil.
   2. Quality and extent of the pupil's previous educational experience as determined by scholastic record at the school or schools previously attended.
   3. Test results.

G. The new entrant should have a social security number.

H. All new entrants must present two of the following documents to establish residency within the district:
   1. Deed to residence.
   2. Lease.
   3. Utility bills.
   4. Driver's license.
   5. Other documents deemed acceptable by the building principal.

Adopted: 06/96
Readopted: 10/18
The board of education believes that the regular attendance of students in each class and in school in general is critical to its educational mission. The district shall endeavor to achieve the ninety percent (90%) attendance rate required by the New Jersey Quality Single Accountability Continuum (NJQSAC). Continuity of instruction is an essential element in student performance and allows students the greatest opportunity to succeed at meeting the state learning standards in the New Jersey Student Learning Standards. The chief school administrator shall oversee the development of effective strategies that maximize student attendance at all scheduled periods of actual instruction or supervised study activities and strive to:

A. Encourage good attendance;

B. Discourage unexcused absences;

C. Identify patterns of absence, tardiness and early departures from school; and

D. Intervene to prevent and correct problems with attendance.

Excused and Unexcused Absence

An absence shall be considered an “excused absence” for the purpose of determining promotion, retention, truancy, grades, course credit, eligibility to make up missed assignments and tests for full credit, and violations of the school code of conduct for attendance, for the following reasons:

1. Religious observance (N.J.A.C. 6A:32-8.3(h));
2. A college visit (up to 3 days per school year, only for students in grades 11 and 12);
3. “Take Our Children to Work Day” (pursuant to memo issued by the Commissioner to all districts on April 25, 2017) or other rule issued by the Commissioner;
4. Participation in observance of Veterans Day (N.J.S.A. 8A: 36-13.2) or district board of election membership activities (N.J.S.A. 18A: 36-33); or
5. The closure of a busing district that prevents a student from having transportation to the receiving school.

A. An "unexcused absence" is a student's absence for all or part of a school day for any reason other than those listed as excused absences in “A” above. An unexcused absence may be counted toward retention, truancy, loss of course credit, ineligibility to make up missed assignments and tests for full credit, and violations of the school code of conduct for attendance. Absence is expressly not excused for any of the following reasons (this list is intended to be illustrative and is not inclusive):

1. Family travel;
2. Performance of household or babysitting duties;
3. Other daytime activities unrelated to the school program;
4. Leaving school without permission when school is still in session;
5. Leaving class because of illness and not reporting to the school nurse as directed; or
6. Being present in school but absent from class without approval. Such absence from class is a "class cut."
7. Travel for any non-school group for performance and/or competition.
B. **Tardiness**

The orderly conduct of class activity depends upon the prompt and precise beginning of the program. Tardiness hinders the proper conduct of school activity. Students are expected to arrive to school and class on time. A student who is tardy to any class will be subject to disciplinary action as outlined in board policy 5131 Conduct and Discipline and the student code of conduct. Consequences for accumulated occurrences of tardiness may include detention, loss of credit and an unexcused school day absence.

C. **Truancy**

For cumulative unexcused absences of 10 or more, the student between the ages of six and 16 is truant, pursuant to law. The district shall:

1. Make a determination regarding the need for a court referral for the truancy;
2. Make a reasonable attempt to notify the student’s parents of the mandatory referral;
3. Continue to consult with the parent and the involved agencies to support the student’s return to school and regular attendance;
4. Cooperate with law enforcement and other authorities and agencies, as appropriate;
5. Follow all procedures required by N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School and other applicable state and federal statutes as follows:
   a. An attendance officer who finds a truant child, shall report the truancy to the parent/guardian or other person having charge and control of the child, or to the teacher of the school which such child is lawfully required to attend;
   b. The attendance officer shall examine all violations and shall warn the child, the parent/guardian or other person having charge and control of the child of the consequences of the violation if persisted in;
   c. The attendance officer shall notify the parent/guardian or other person having charge and control of the child in writing, to cause the child to attend school within five days from the date on which notice is served, and regularly thereafter;
   d. The sheriff and his officers and all police officers and constables shall assist the attendance officer in the performance of their duties.

I. **School District Response To Unexcused Absences During the School Year That Count Toward Truancy**

1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:
   a. Make a reasonable attempt to notify the student’s parent of each unexcused absence prior to the start of the following school day;
   b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student’s parent;
   c. Identify, in consultation with the student’s parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
   d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potentially missing or abused child situation is detected; and
   e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:

A. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
B. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
C. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and H.1.c. above;
D. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:

1. Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
2. Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
3. Consider an alternate educational placement;
4. Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
5. Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
6. Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potential missing or abused child situation is detected; and
7. Engage the student's family.

E. Cooperate with law enforcement and other authorities and agencies, as appropriate.

3. For ten or more cumulative unexcused absences that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:

A. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
B. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
C. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
D. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.

4. A court referral may be made as follows:

A. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court

1. A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or

B. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part.

1. A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.
5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student’s IEP, pursuant to 20 U.S.C. §§ 1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plans under 29 U.S.C. §§794 and 705(20); and individualized health care plan and individualized emergency healthcare plan pursuant to N.J.A.C. 6A:16-2.3(b).xii.

II. Discipline

1. Students who have excessive absences and/or lates will be disciplined in accordance with Woodbridge Township School District policy.

2. No student who is absent from school for an excused absence may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

III. Completing the School Year

1. All students are required to attain 90% (or higher) student-level absentee rate to be considered for promotion.

2. Any student who does not finish the year at school, or does not attain 10% (or higher) student-level absentee rate, may not be eligible for the following:
   A. promotion
   B. final report card
   C. final grades
   D. honor roll
   E. honor society
   F. yearbooks or other end-of-year gifts or privileges

3. Students who do not finish the year at school and return to the same address and wish to return to the school at the next grade level must provide the following:
   A. Complete residency documentation
   B. Demonstration of grade-level competency
   C. Make-up work (or an equivalent) from what was missed at the end of the previous year

Adopted: 08/11
Readopted: 08/14, 07/15, 05/19
In order to give each student the maximum opportunity to learn, and in compliance with the attendance laws of the State of New Jersey as set forth in N.J.S.A.18A:38:25-26, the Woodbridge Township Board of Education accepts its responsibility in requiring students to regularly attend school. In promulgating the following regulations, the Board of Education concurs with the Commissioner of Education, who wrote: "...pupil participation in all regularly scheduled classroom learning activities in each area of study is essential in order for each pupil to receive maximum benefits of a thorough educational program."

A. Definitions

“Attendance” - The presence of a student in school or the participation of a student in a school sanctioned activity.

“Absence” - The non-attendance of a student enrolled in the school district.

“Excused Absence” - The non-attendance of a student enrolled in the school district for acceptable reasons, i.e.:

a. Religious observance (N.J.A.C. 6A:32-8.3(h));
b. A college visit (up to 3 days per school year, only for students in grades 11 and 12);
c. “Take Our Children to Work Day” (pursuant to memo issued by the Commissioner to all districts on April 25, 2017) or other rule issued by the Commissioner;
d. Participation in observance of Veterans Day (N.J.S.A. 8A: 36-13.2) or district board of election membership activities (N.J.S.A. 18A: 36-33); or
e. The closure of a busing district that prevents a student from having transportation to the receiving school.

4. Unexcused absence and truancy - The non-attendance at school for reasons other than stated above.

5. Classroom truancy or class cutting - The non-attendance at a given class or classes without the school's knowledge and consent.

6. Excessive absences - Unexcused absences for more than:

a. 8 days in a semester course = No Credit
b. 6 days - Physical Education = No Credit
c. 4 days – 2.5 Credit Course = No Credit
d. 2 days in Health = No Credit

B. Procedures

1. The request that an absence from school be “excused” is to be written by the parent/guardian and submitted to the staff member responsible for attendance. Requests to be "excused" for a previous absence must be submitted by the student upon return to school. The school reserves the right to verify the statements and to investigate the cause of each absence.

2. Excused Absence:

Two school days are allowed for every one day absence to "make-up" the assigned work. The interaction of each class missed can only be "made-up" through discussion with the teacher or with fellow students. Since maximum educational benefit is only derived by regular and continuous attendance in school and in class, it is reasonable to assume that subject mastery is closely related to attendance.
3. Excessive Absences:
   a. Excessive absences from class(es) will result in No Credit for that class(es).
   b. Those students who lose credit due to excessive absences must remain in scheduled class(es).
   c. Classification of excessive absences which result in loss of credits may be appealed to the Appeals Committee. (see "Appeals Procedures Related to Loss of Credit" on page 6).

4. Unexcused Absence and Truancy:
   Such students are still responsible for the completion of assignments missed; however, credit will not be granted for make-up work.
   a. In the case of truancy, however, after the first reported unauthorized absence, a letter of notification will be sent to the parents.
   b. The second reported instance of truancy or unexcused absence, verified by the administration, will result in no credit earned for each subject in which the student is enrolled. Students will not be removed from these classes. The student's parent or guardian has the right to appeal this decision through the Appeals Committee so designated by the building principal to review the case.

5. Classroom Truancy:
   The same procedure as in school truancy shall be followed except that students who are absent from class without authorization while being in attendance on the day of that absence shall be referred to the principal's office for cutting class. A total of two instances of cutting in a course reported to the office shall result in no credit earned for that subject.

6. Action in Response to Truancy:
   Truancy that exceeds the regulations herein established may result in:
   a. A five days' notice sent to parents requiring their children to attend school within five days for students under 16 years of age (N.J.S.A.18:39-29)
   b. A letter sent to parents informing them in writing that since their child has chosen to withdraw from school, his/her name will be dropped from the register (student over 16 years of age). The student's parent has the right to appeal to the Appeals Committee.

7. Early Dismissal/Late Arrival
   a. Students may be excused from school for college interviews or motor vehicle road tests. In each case the appointment must be verified on appropriate stationery the day prior to the early dismissal/late arrival with the designated school personnel. If a parent wishes to have a student excused for any other reason, the parent must come into school and sign the student out of school. (These absences will be included in the number of days allowable under the district attendance policy.) Appropriate identification will be required of any person who is signing out a student.

C. Tardiness

The statutes require attendance at school for all the days and hours that school is in session. It is the responsibility of the parent/guardian to see that his/her child gets to school. It is the responsibility of the school to monitor attendance.

1. School tardiness - His/her parent will accompany the student explaining the tardiness and requesting that the student be excused, the student will be excused in accordance with the reasons designated as acceptable under "Excused Absence."

2. Class tardiness - Two such occasions of tardiness without a legitimate reason will constitute one day's unauthorized absence. The student must be informed that future tardiness totaling six referrals to the administration shall result in loss of credit for the course.
3. Other tardiness - Class tardiness, classroom truancy or cutting from homeroom, study hall or an assigned lunch room will result in disciplinary action taken by the administration. This may include parental contact, detention or suspension.

D. Notification Procedures Related to Possible Loss of Credit

The school has a responsibility for communicating with parents of students whose attendance patterns may lead to loss of credits. In order to insure that parents and students are aware of the serious ramifications of excessive absences, the following procedures shall be followed in notifying parents of students whose attendance patterns could result in the loss of credits:

1. Teachers will report to the office absences of students from class on the appropriate form.

2. Principal's responsibility - When teachers have reported absences of students from class as noted in 1) above, the following steps will be initiated by the principal or his/her designee:
   a. First - Direct the appropriate guidance counselor to discuss the problem with the student and to notify the parent or guardian of the concern for the developing pattern of excessive absences.
   b. Second - Inform the parent or guardian in writing that continued absences from class, which total the number of absences as defined as "excessive absences", will result in loss of credit earned for that course(s). In addition, a request for a parent conference will be made.
   c. Third - Inform the parent or guardian in writing that due to "excessive absences" no credit has been earned in the course(s) in which their child is enrolled. A certificate of mailing will be completed each time such a notification is sent to a parent.

3. Attendance Clerk's responsibility - The Attendance Clerk will keep the principal or his/her designee informed of absences from school of students in the same manner as required by teachers. Appropriate steps will be taken by the administrator or his/her designee as described under "Principal's Responsibility."

E. Appeals Procedures Related to Loss of Credits

1. Upon notification of withdrawal of credit, the decision to withdraw credit may be appealed to the Appeals Committee by a parent or guardian, in writing. Such appeals must be made within five school days after receipt of notification of loss of credit. Failure to appeal within five school days after notification will result in the loss of the right to appeal.

2. The Appeals Committee established by the building principal will be charged with the responsibility for rendering decisions related to all appeals.

3. The successive order of an appeal is as follows:
   a. Appeals Committee
   b. Principal
   c. Superintendent of Schools
   d. Board of Education

F. Staff Responsibilities

1. A designated staff member at each school will make an effort to monitor the attendance of all students on a daily basis.

2. Each teacher must recognize and carry out his/her responsibility by establishing specific procedures for preventing classroom attendance problems prior to the involvement of building administrators.

3. Each teacher must take an accurate attendance in each of his/her classes.
4. Each teacher's roll book must indicate who was present and who was absent or tardy for each day that school is in session.

5. Attendance sheet must be checked each day. Additions or deletions must be given to the staff member in charge of attendance.

6. Authorized attendance by students at class trips, musicals, and/or assemblies must be verified with the staff member in charge of attendance.

7. Unauthorized absence must be verified. All teachers are urged to discuss with students their expectations as their teachers and their genuine concern for the educational well-being of their students.

8. Guidance counselors must know their counselees and be aware of their attendance patterns. They shall assist in:
   a. identifying the habitual truant;
   b. investigating the cause or causes of attendance problems;
   c. maintaining contact with parents concerning attendance;

In the implementation of this policy, the school administrator recognizes his/her responsibility to make every effort to provide a thorough and efficient education for every student.

Adopted: 08/11, 08/14
Readopted: 09/14, 05/19
ADMINISTRATIVE ATTENDANCE REGULATIONS
FOR HIGH SCHOOLS APPEALS COMMITTEE

An Appeals Committee will be appointed by the building principal to consider appeals filed by parents of students who have been informed of loss of credits due to excessive absences. The Appeals Committee shall consist of at least one guidance counselor and four other certified staff members.

The Appeals Committee must have a minimum of three members present in order to discuss appeals and render decisions on the appeals discussed. A majority vote of those present is required in any decision(s) made by the Appeals Committee.

Appeals Procedures:

A. Parents have five days after the receipt of notification of loss of credits to appeal loss of credits.

B. Appeals Committee will meet once each week at a time designated by the building principal.

C. The circumstances and/or reasons which will be given consideration for awarding credits for courses in which student absences are in excess of those permitted in the regulations are as follows:

1. Religious observance (N.J.A.C. 6A:32-8.3(h));
2. A college visit (up to 3 days per school year, only for students in grades 11 and 12);
3. “Take Our Children to Work Day” (pursuant to memo issued by the Commissioner to all districts on April 25, 2017) or other rule issued by the Commissioner;
4. Participation in observance of Veterans Day (N.J.S.A. 8A: 36-13.2) or district board of election membership activities (N.J.S.A. 18A: 36-33); or
5. The closure of a busing district that prevents a student from having transportation to the receiving school.

D. Responses to appeals will be made in writing within ten school days of receipt of appeal.

E. Appeals which have been denied by the Appeals Committee may be appealed to the building principal within five days of the receipt of the decision.

F. If the building principal denies the appeal, the successive order of appeals as outlined in the attendance regulations will be made known to the parent.

Adopted: 08/14, 05/19
EARLY DISMISSAL

The Board of Education requires that the school be notified in advance of early dismissal by written request of the student's parent, which shall state the reason for early dismissal. Justifiable reasons include any good cause acceptable to the building principal.

In the case of students in work-study programs or employed during the school day, or assigned to a specific program, such students may leave at an earlier time in accordance with their schedule. Students who choose to leave early must leave the school grounds.

No student in grades K through 9 shall be permitted to leave the school before the close of the school day unless met in the office by a parent or person authorized by the parents to act in their behalf. No student who has a medical disability which may be incapacitating may be released from school without a person to accompany him/her.

A record shall be kept indicating the legal custodian of each student. Such custodian shall be responsible for informing the Board of any change in the student's custodian.

Adopted: 08/14
EARLY DISMISSAL DUE TO MEDICAL EMERGENCY

In order to insure the health, safety, and welfare of students, the Board of Education may require that any school nurse use his/her own private vehicle to transport a pupil home or for medical attention in an emergency situation.

The principal, designated administrator, or Supervisor of Nurses shall determine, in consultation with the school nurse, whether a medical emergency exists. If such an emergency is determined to exist, and when parents are unable to provide needed transportation, the school nurse shall be required to transport the sick or injured child.

The Board of Education will maintain blanket liability and accident insurance to cover its employees in the performance of district duties in private vehicles. Such insurance shall take effect following the coverage of the employee's insurance.

Adopted: 08/14
Regulation

WITHDRAWAL FROM SCHOOL

Whenever a student wishes to withdraw, an effort should be made to determine the underlying reason for such action, and the resources of the district should be used to assist the student in reaching his/her career goals. No student under the age of 18 will be permitted to withdraw without the written consent of a parent.

Adopted: 08/14
LONG TERM ABSENCES and TRANSFERS

Student attendance shall be maintained accurately by individual schools in accordance with Woodbridge Township School District Policy 5113 and all applicable state and federal regulations and code. The Board recognizes that occasionally students are absent from school for periods of 10 days or longer. Guidelines below summarize how long term absences shall be recorded.

I. Long term absences at the beginning of the year

   A. Students who enroll at the beginning of the year but after the first day of school will be considered new students. The school days in session the student was not present for will not be considered days in membership. The days in membership will begin on the day the student is enrolled.

   B. For promotion consideration, the student will still be required to complete 163 days in attendance. The attendance in other school districts during the school days in session may be considered when the student was not present.

II. Long term absences at the end of the year

   A. Students who are enrolled in school, and then leave school at the end of the year and miss more than 10 days of school, and do not return to school before the last day of the school year will be considered transfers out. The school days in session the student was not present for will be considered days in membership.

   B. The student-level absentee rate and the minimum days in attendance will be considered for promotion when the student returns.

   C. Students who return in September after missing the end of the school year may be required to demonstrate attainment of the previous year’s learning standards through additional assessments.

III. Long term absences during the school year

   A. Students who leave for long term absences during the school year will have all days absent considered days in membership even if the absence extends beyond 10 days.

   B. The student-level absentee rate and the minimum days in attendance will be considered for promotion when the student returns.

Adopted: 05/19
WOODBRIDGE BOARD OF EDUCATION
Woodbridge New Jersey

GENERAL STATEMENT

The New Jersey Department of Children and Families (DCF) maintains oversight of the processes involved in identifying and placing children in out-of-home placements. The school district plays a critical role in maintaining the educational stability of children placed in foster care including resource family homes or other out-of-home placements. The follow procedures structure the collaboration between the school district and DCF to optimize educational stability for students placed in foster care and ensure the prompt arrangement of transportation and payment of tuition.

STAFF RESPONSIBLE

The following chart lists the staff members responsible for the implementation of the regulation and summarizes their responsibilities:

<table>
<thead>
<tr>
<th>Position</th>
<th>Summary of Main Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief school administrator</td>
<td>• Implementation and administrative oversight within the district</td>
</tr>
<tr>
<td></td>
<td>• Transfer of records, written notifications</td>
</tr>
<tr>
<td></td>
<td>• Appointment of the liaison</td>
</tr>
<tr>
<td>Building principal</td>
<td>• Implementation and oversight within the school building</td>
</tr>
<tr>
<td></td>
<td>• Assessment of this regulation</td>
</tr>
<tr>
<td>District liaison</td>
<td>• Primary contact with the DCP&amp;P case manager and DCF</td>
</tr>
<tr>
<td></td>
<td>• Facilitates all aspects of the student’s enrollment and adjustment to school to ensure educational stability</td>
</tr>
<tr>
<td></td>
<td>• Coordinates school services with BA, transportation director, CST, I&amp;RS, school nurse</td>
</tr>
<tr>
<td></td>
<td>• Facilitates the caregivers involvement in school</td>
</tr>
<tr>
<td>Business administrator</td>
<td>• Tuition calculation, payment</td>
</tr>
<tr>
<td></td>
<td>• Transportation arrangements, payment</td>
</tr>
<tr>
<td>Transportation director</td>
<td>• Transportation arrangements</td>
</tr>
<tr>
<td>Intervention and Referral Services</td>
<td>• Provide assessments for students experiencing health, behavioral, educational or emotional difficulties</td>
</tr>
<tr>
<td></td>
<td>• Provide appropriate services and/or referral resources</td>
</tr>
<tr>
<td>Child Study Team</td>
<td>• Implementation of the IEP, when applicable</td>
</tr>
<tr>
<td></td>
<td>• Evaluation and assessment as necessary and requested</td>
</tr>
<tr>
<td>Nurse</td>
<td>• Implementation of health care arrangements and plans</td>
</tr>
</tbody>
</table>

DEFINITIONS

“New Jersey State Department of Children and Families (DCF)” was created in July 2006 as New Jersey's first Cabinet agency devoted exclusively to serving and safeguarding the most vulnerable children and families in the state. DCF includes:

1. Child Protection and Permanency (DCP&P);
2. Children's System of Care;
3. Family and Community Partnerships;
4. Office of Adolescent Services;
5. Office of Education;
6. Child Welfare Training Academy;
7. Centralized Child Abuse/Neglect Hotline;

“Best interests determination” as used for the purposes of educational stability, is generally made by the DCP&P case manager and if contested by court on whether or not the child should remain in his/her current school. In making a best interest determination the case manager considers a number of factors including but not limited to safety, proximity, age and grade level, the child’s preference, and special education programing needs (see N.J.S.A. 30:4C-26b for the complete list).

“Case Manager” is the child’s assigned case manager from DCP&P or other state authorized agency (Youth Case Management/YCM, Care Management Organization/CMO or Unified Care Management/UCM) who facilitates the child’s placement in any out-of-home setting and has supervision of said child.

“Caregiver” is a person who is licensed by DCF to provide resource family care or is employed by an agency to provide direct care and supervision for a child in a group home, treatment home, teaching family home or supervised transitional living home.

“District of residence” for children placed in resource family homes prior to September 9, 2010, is the school district where the resource family parents reside. On or after September 9, 2010, children placed in resource home care or moved from one resource home to another, the “district of residence” is the school district of the parent or guardian with whom the child lived prior to the most recent placement in resource home care per N.J.S.A. 18A:7B-12. For children placed in a non-resource family home, the “district of residence” is the school district where the parent resides.

“Educational Stability” is the continuation in the present school for a child placed in a resource family home or other out-of-home placement unless it is determined that this is not in the best interest of the child.

“Foster care” means 24-hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes.

“Resource family home” means and includes private residences wherein any child in the care, custody, or guardianship of the Department of Children and Families may be placed by the department, or with its approval, for care, and shall include any private residence maintained by persons with whom any child is placed by the Division of Child Protection and Permanency for the purpose of adoption until the adoption is finalized.

“Group home category placement” is any public or private establishment other than a resource home that provides board, lodging, care and treatment services on a 24-hour basis to 12 or fewer children in a homelike, community-based setting. Included in this category are group homes, treatment homes, teaching family homes and supervised transitional living programs.

“Out-of-home placement” is a temporary placement for a child, made by a State agency (DCP&P) or State authorized agency (Youth Case Management/YCM, Care Management Organization/CMO or Unified Care Management), in a group home category placement or resource family home, where care of the child is deemed necessary to protect the child’s safety and well-being.

“Parent” is the natural parent, adoptive parent, or an appointed surrogate parent. Unless parental rights have been terminated by a court of appropriate jurisdiction, the parent retains all rights pertaining to N.J.A.C. 6A:14.

“Parental consent” is an agreement in writing from the parent having legal responsibility for educational decision making under N.J.A.C. 6A:14-2.2. The district must ensure that consent is informed and voluntary.

“Resource family home” is a private residence, other than a children’s group home, treatment home, teaching family home or supervised transitional living program, in which board, lodging, care and temporary out-of-home placement services are provided by a resource family parent on a 24-hour basis under the auspices of
DCP&P.

PROCEDURES

Collaboration and Communication

The chief school administrator shall appoint one or more district liaisons between the district and DCP&P to ensure that students in this district or students transferring to this district affected by placement in foster care including resource family homes or other out-of-home placement receive continuity and stability in their educational program.

The liaison shall have the authority to confer and coordinate the provision of services with DCP&P and school office/admission personnel, transportation staff, the child study team, intervention and referral services, guidance staff, district medical personnel, teachers, the director of special education and the director of curriculum in facilitating the transfer and adjustment of newly enrolled students and students remaining in the district after placement.

Best Interest Determination

A. When a child is placed in foster care including a resource family home or other out-of-home placement, DCP&P has five business days to make an assessment to determine if remaining in the district is in the child's best interest, and during this assessment the child shall remain in the school that he/she is currently attending;

B. The liaison shall remain in contact with DCP&P to an extent that is practical and follow-up with DCP&P no later than the five business day time period to ascertain the determination;

C. The liaison shall notify the counseling staff, who may arrange supportive services such as counseling, resource information and other assistance the student may need;

D. If DCP&P indicates that the student may be transferred to another district, the liaison shall begin overseeing the preparations for the transfer of the student’s records. No records shall however, be transferred until DCP&P gives the district the official determination.

Remaining in the District

Once notified by DCP&P that a student has been placed in foster care, including a resource family home or other out-of-home placement, and DCP&P has determined the student shall remain in the district, the liaison shall:

A. Notify the business administrator and/or the transportation director to coordinate transportation services when the placement is remote from the school;

B. Contact the student's caregiver and/or DCP&P case manager to update the student record with new contact information and emergency contact information;

C. Work with the DCP&P case manager regarding any custody and/or notification restrictions related to the court order to place the child;

D. Notify the counseling staff, district intervention and referral services and/or the student’s teacher as appropriate, to arrange supportive services such as counseling, resource information and other assistance the student may need.

Transferring into the District

Once notified by DCP&P that a student who has been placed in foster care, including a resource family home or other out-of-home placement, and DCP&P has determined that a transfer is in the best interest of the child, the student shall be transferred into one of the district schools:
A. The liaison, in collaboration with the DCP&P case worker, shall facilitate the child’s registration into the school district. Required documents for registration are limited to:

1. Foster/Resource Family Parent Identification letter or other agency letter pursuant to N.J.A.C. 6A:22-4.1;
2. Caregiver proof of residency. The district must accept, as proof of a child's address, any combination of documents that establish residency, including deeds, leases, mortgages, utility bills or other documents (N.J.A.C. 6A:22-3.4).

B. A child has the right to attend school. The district shall not delay or deny attendance based on its non-receipt of:

1. A certified copy of the child’s birth certificate or other proof of identity. This is required within 30 days of initial enrollment (N.J.A.C. 6A:22-4.1(g); N.J.S.A. 18A:36-25.1);
2. Medical information, although attendance at school may be deferred while awaiting immunization records (N.J.A.C. 6A:22-4.1(h); N.J.A.C. 8:57-4);
3. The child’s prior educational record pursuant to N.J.A.C. 6A:22-4.1(i).

C. The liaison, in collaboration with the DCP&P case worker, shall follow up by contacting the district of previous attendance to ensure that the transfer of records from the school of previous attendance is being processed and to verify when the records will be sent;

D. The liaison, in conjunction with the DCP&P case manager, shall collect the necessary signed consent to release documentation so that staff members from the school of previous attendance and other relevant service providers may be consulted regarding continuity of the student’s educational program. This may include the student’s health, special education, social and emotional needs and other information necessary to assist with a smooth transition to the district;

E. The liaison, in collaboration with the DCP&P case worker, shall ensure that the child is referred for intervention and referral services (I&R) to assist when the child is experiencing learning, behavior or health difficulties (see board policy 6164.1 Intervention and Referral Services). The I&R team shall collaborate with district liaison and the DCP&P case worker to identify out-of-school interventions when appropriate;

F. The liaison, in collaboration with the DCP&P case worker, and the school nurse shall make provisions for the health care needs of the student including, but not limited to, disseminating the appropriate notices and information to pertinent staff members regarding allergies, provisions of the individualized health care plan and the administration of medication and emergency medication as appropriate;

G. If I&R is provided for children receiving special education, the services shall be coordinated with the child’s IEP team, as appropriate (N.J.A.C. 6A:16-8.1) and according to board policy 6171.4 Special Education;

H. Appropriate instruction shall be provided to children performing below established standards of proficiency to improve their performance (N.J.A.C. 6A:8-4.3(c) and board policy 6171.1 Remedial Instruction);

I. The liaison shall work with the DCP&P case worker and the appropriate district staff to locate and identify children with disabilities to ensure that children with suspected educational disabilities are evaluated, and to ensure that there are no interruptions in special education and related services. Within 30 days, the district shall either adopt the current IEP or conduct all necessary assessments and develop and implement a new IEP for the student (board policy 6171.4 Special Education and N.J.A.C. 6A:14-4.1(g));

J. Schools identified as priority and focus schools will work with the Regional Achievement Centers to determine which interventions will be used pursuant to the approved Elementary and Secondary Education Act (ESEA) flexibility waiver;
K. The liaison, or his or her designee, shall contact the caregiver with district website information and written materials clearly identifying any and all available student support services such as tutoring, summer school, homework help and after school programs;

L. The liaison, or his or her designee, may offer training to parents and caregivers/caregiver agencies on how to participate in and support the education of children in their care.

M. Upon enrollment, the liaison or his or her designee shall make a reasonable effort to ascertain the child's past involvement in extracurricular activities and current interests to match the child with available programs, activities, etc.;

N. Within the first two weeks of enrollment, a list of programs, services, planned events, and extracurricular activities shall be distributed to the child and their parents/caregivers.

Transfer of Records

Records shall be transferred according to the following guidelines:

A. Original mandated student records that schools have been directed to compile by New Jersey statute, regulation, or authorized administrative directive shall be forwarded to the receiving school district with written notification to the parent or adult student;

B. Original mandated student records that the board of education has required shall be forwarded to the receiving school district only with the written consent of the parent or adult student, except where a formal sending-receiving relationship exists between the school districts;

C. All records to be forwarded, including disciplinary records, shall be sent to the chief school administrator or his or her designee of the school district to which the student has transferred within 10 school days after the transfer has been verified by the requesting school district;

D. The chief school administrator or his or her designee shall request in writing all student records from the school district of last attendance within two weeks from the date that the student enrolls in the new school district;

E. Upon request, the chief school administrator or his or her designee of the school district of last attendance shall provide a parent(s) or an adult student with a copy of the records disclosed to other educational agencies or institutions; and

F. Proper identification, such as a certified copy of the student's birth certificate or other proof of the child's identity shall be requested at the time of enrollment in a new school district;

District of Residence

The district of residence is responsible for continuing to educate a child within its own district or paying tuition for a child attending school in another district, and for providing for any needed transportation. Five school days after the best interest determination has been made, the district of residence must make arrangements for, and pay the cost of the transportation, wherever the child attends school. The district of residence is determined according to the following:

A. Placement in a resource family home:

1. When a child was placed in a resource family home prior to September 9, 2010, the district of residence shall be the district in which the resource family parents reside. If such a child in a resource family home is subsequently placed in a State facility or by a State agency, the district of residence of the child shall then be determined as if no such resource family placement had occurred;
2. When a child was or is placed in a resource family home on or after September 9, 2010, the district of residence shall be the present district of residence of the parent or guardian with whom the child lived prior to the most recent placement in a resource family home.
B. Placement in residential State facilities

When a child is placed in a residential State facility, or has been placed by State agencies in a group home, skill development home, private school or out-of-State facility, the district of residence shall be the present district of residence of the parent or guardian with whom the child lived prior to his most recent admission to a State facility or most recent placement by a State agency.

Tuition

A. When a student is transferred into this district and his or her district of residence is other than this district tuition shall be assessed and the business administrator shall be responsible for the following, including but not limited to:

1. The calculation of the tuition rate according to all the provisions of N.J.A.C. 6A:23A-17.1 describing the method of determining the tuition rate including the calculation of the actual cost per student, the estimated cost per student, and the estimated daily average enrollment;
2. Obtain certification of the actual cost per student for each tuition category for a given year from the Commissioner;
3. Establishing by written contractual agreement with the district of residence, a tentative tuition charge for budgetary purposes;
4. Using the forms prepared by the Commissioner of Education for certification of the actual cost per student for each tuition category for contracts, and for establishing the estimated cost per student for each tuition category for the ensuing school year;
5. When necessary and appropriate preparing proof that the charge for the use of the school facilities is not adequate and submitting it to the Commissioner for approval of an additional charge for the use of school facilities school facilities.

B. When this district is the district of residence responsible for paying the student's tuition, the business administrator shall be responsible for the following, including but not limited to:

1. Verifying all the receiving district's documentation related to the calculation of tuition;
2. Taking the appropriate actions to ensure that the payment of tuition is expedited promptly;
3. Making the necessary budgetary adjustments to account for district expenses related to tuition.

If the district of residence cannot be determined by DCF, or if a district of residence is outside of the State, or if the child has resided in a domestic violence shelter or transitional living facility located outside of the district of residence for more than one year, the State shall assume fiscal responsibility for the tuition of the child. The tuition shall equal the approved per student cost established by law (N.J.S.A. 18A:7F-24). This amount shall be appropriated in the same manner as other State aid. The Department of Education shall pay the amount to the Department of Human Services, the Department of Children and Families, the Department of Corrections or the Juvenile Justice Commission.

In the case of a homeless child or a child in a family resource home, the Department of Education shall pay to the school district in which the child is enrolled the weighted base per student amount calculated according to law (N.J.S.A. 18A:7F-49) and the appropriate security categorical aid per student and special education categorical aid per student.

If the State has assumed fiscal responsibility for the tuition of a child in a private educational facility approved by the Department of Education to serve children who are classified as needing special education services, the Department shall pay the tuition to the Department of Human Services, the Department of Children and Families or the Juvenile Justice Commission, as appropriate. In addition, the Department of Education shall pay such aid as required to make the total amount of aid equal to the actual cost of the tuition.

Transportation

The child’s district of residence is required to provide for transportation of the child to and from school. When this district is the district of residence as defined by law and board policy (5118.2) the following procedures shall apply:
A. The liaison shall notify the business administrator and/or transportation director of any changes affecting the student’s transportation arrangements;

B. The business administrator and/or transportation director shall determine if the child is eligible for transportation services and arrange for those services;

C. To ensure a smooth transition, DCP&P shall be responsible for the provision of, and payment for, transportation for the first five days after the placement decision is made;

D. The district liaison shall cooperate with the DCP&P caseworker in arranging transportation to and from the school district that the child attends based on the best interest determination at the same time that DCP&P provides its notification. If the child is eligible for transportation and the district agrees to arrange and provide the transportation, the district shall bill DCP&P for the transportation costs for the first five days after the placement decision;

E. Beginning on the sixth school day after a child’s educational placement is determined, the child’s district of residence shall be responsible for the provision of any mandated transportation services. Should the district be unable to provide the transportation service at that time, DCP&P will continue to provide transportation and shall bill the district for the additional service;

F. Problems regarding the arrangements for required transportation shall be referred to the County Office of Education. If the matter cannot be resolved with the assistance of the county office, DCP&P educational liaisons should contact the DCP&P Statewide Educational Stability Administrator.

Adopted: 01/17

CROSS REFERENCES: 3541.1 Transportation Routes and Services
5111 Admission
5125 Student Records
5141 Health
5141.3 Health Examinations and Immunizations
5141.21 Administering Medication
6164.1 Intervention and Referral Services
6164.2 Guidance Counseling
6164.4 Child Study Team
6171.1 Remedial Instruction
6171.4 Special Education
It is the policy of the Board of Education that non-resident pupils be permitted to attend Woodbridge Township schools without the payment of tuition, in the following cases:

A. When the family of a 12th grader moves out of the township after the opening of school, and requests permission to allow him/her to remain until graduation.

B. When a family shows proof that it will be moving into a house in the township prior to November 1 of the school year, the family may request that pupil be permitted to start the school year in the Woodbridge Township schools. At the time of registration, the family will be assessed a tuition rate for the time between the pupil's first day of school and November 1. This tuition will be paid to the Board of Education, and if the family moves into the township on or before November 1, the tuition will be returned. If the family moves into the township after November 1, the tuition charges will be kept and additional tuition will be assessed for all days after November 1 until such time as the family enters residence in the township.

C. Children of parents moving from the district after April 1 will be permitted to finish the school year without charge. If parents move out of the district prior to April 1, they may request that their children remain in the schools and will be charged tuition from the date of moving until the last day of school.

D. Students who are in grades 10 or 11 and whose parents move from the district have the option of paying tuition and remaining in the school district until graduation.

E. It is the policy of the Board of Education not to accept non-resident students on a tuition basis, except when students are recommended by school districts with which the Woodbridge Township School District has reciprocal agreements regarding the exchange of pupils.

F. The public schools of this district shall be free to the following:
   1. Any person for whom the New Jersey State Board of Child Welfare is acting as a guardian and who has been placed in the district by said Board.
   2. Any person who is placed in the home of a resident of the district by order of a court of competent jurisdiction in this state or by any agency, society, or institution incorporated and located in this state having for its object the care and welfare of the indigent, neglected, or abandoned.
   3. Any person who is kept in the home of another person domiciled within the Township of Woodbridge and is supported by such other person gratis, as if he/she were such other person’s own child due to family or economic hardship. In such cases the following conditions must be met:
      a. The resident with whom the child will be domiciled will be required to file a Resident Affidavit with the Secretary of the Board stating that he/she is supporting the child gratis due to family or economic hardship. The resident will also be required to validate proof of residency.
      b. The parent of the child shall file a Parent Affidavit stating that he/she cannot support the child due to family or economic hardship. The parent will also be required to state the nature of the hardship and present proof of such hardship along with the parent affidavit.

Residents who have been denied a claim of support and domicile by the Board of Education have the right to contest the decision within 21 days of the date of such decision. Residents or parents who are found to have filed a fraudulent claim will be required to pay tuition for all days of illegal attendance and may be charged as a disorderly person.

Adopted: 05/95
Readopted: 08/14
ASSESSMENT OF INDIVIDUAL NEEDS

The superintendent/designee directs the implementation of procedures and assigns responsibilities to ensure that an assessment of individual student needs is determined for each school age child enrolled in the district’s schools and for resident students in need of special assistance attending private or parochial schools.

A. The child study team is responsible for determining student eligibility, both public and private, for special education and related services;

B. The child study team shall coordinate the development of an individualized education program for each educationally disabled student in accordance with law;

C. The superintendent shall oversee the development of the testing/evaluation system for assessing each student upon entrance into the district and annually, thereafter;

D. The building principal is responsible for implementing and/or administering the testing/evaluation system for assessing each student upon entrance the district educational programs;

E. The building principal is responsible for implementing the testing/evaluation system for assessing the needs and potentials of each student annually;

F. The superintendent shall oversee the development of the basic skills instruction program and a testing/evaluation system for the identification of students' not meeting state and/or local minimum levels of proficiency;

G. The building principal is responsible for implementing the testing/evaluation system that identifies students not meeting state and/or local minimum proficiency levels;

H. The superintendent shall oversee the regular evaluation of the needs assessment program and for the implementation of board policy 6147.1 Evaluation of Individual Performance.

Adopted: 08/14
REPORTING STUDENT PROGRESS

A. Purpose

The purpose of reporting the educational progress of students is to:

1. Inform parents/guardians and/or adult students of the progress the students have made in school;
2. Apprise students of their progress in school;
3. Prompt teachers to make periodic, formal assessments of each student’s progress;
4. Provide a cumulative record of a student’s progress through the educational system; and
5. Enable each student to gain a positive sense of his or her intellectual, social, emotional, and physical abilities and growth toward effective citizenship.

B. Frequency

1. Report cards will be issued in every grade; four times a year.
2. The schedule of dates on which report cards will be issued will be published in the parent/guardian and student handbooks distributed by each school so that parents/guardians and/or adult students can anticipate the receipt of a report card.
3. Parents and students will be notified in writing of the possibility of a failing grade at least four weeks prior to the end of a marking period.
4. Parents and students will be notified in writing of the possibility of a student’s retention at grade level in accordance with policy file code 5124 Reporting to Parents/Guardians.
5. Nothing in this regulation should discourage teachers from implementing various forms of communication, as frequently as the circumstances dictate, to keep parents informed of the educational progress of their children.

C. Report card form

1. The form of report cards will be periodically reviewed by the Director of Curriculum and Instruction in order to insure that report cards effectively and accurately report student progress.
2. Report cards will report individual academic, personal, and social growth as well as work and study habits.
3. Report cards at all levels will record student absences and tardiness.
4. Report card forms will include space for the classroom or homeroom teacher’s personal comments on the student’s personal growth and development.
5. Report card forms will include space for the parent’s signature, comments, and request for a conference with the teacher.

D. Distribution and return

1. Report cards will be sent home with students in grades kindergarten through twelve.
2. The report card of a student who is absent on the day report cards are issued may be held and sent home with the student on the following school day.
3. The report card of a student who is absent for an extended period of time will be mailed to the parent.

E. Parent teacher conferences

Parent teacher conferences will be conducted, in accordance with policy file code 5124 Reporting to Parents/Guardians, to ensure open communication of student progress.
REPORTING TO PARENTS/GUARDIANS

Within the framework of administrative regulations the issuance of grades to students in this school district serves to promote a process of continuous evaluation of student performance to inform the student, the parents/guardians and the teachers of the student’s progress and to provide a basis for bringing about change in student performance if such change seems necessary.

Recognizing that students will respond more positively to the opportunity for success than to the threat of failure, it shall be the philosophy of this grading system to make achievement both recognizable and possible for all students in accordance with the goals and objectives of the school district.

Frequency of Reporting

It shall be the practice in this school district to provide written reporting grades four times during the course of the school year. The dates for distribution shall be established annually by the superintendent. As a guideline these distributions shall occur during the months of November, January, April and June.

Interim Progress Report

It shall be the responsibility of each principal to develop an interim progress report for use by the professional teaching staff in communicating student progress to parents/guardians. These interim reports are to be sent to parents/guardians at any time during the course of the marking period. These may be utilized both to compliment a student’s progress as well as notifying a parent/guardian when work is unsatisfactory or below that expected of the student. No teacher may issue a failing or unsatisfactory grade to a student on the report card at the end of a marking period without having sent an interim progress notice home during the course of that marking period.

Additional Reporting Items

All report cards in this school district shall include the following:

A. Space for written comment by the teacher.
B. Space for written comment or reaction by the parent/guardian.
C. A space for an acknowledgement of receipt by the parent/guardian.
D. A summary of the student’s absence and tardiness during the course of the marking period.

Parent/Guardian/Teacher Conferences

The board of education authorizes the superintendent to close the schools for two half-day sessions in the fall and spring of the year for the purpose of parent/guardian/teacher conferences.

The five basic purposes of the conferences shall be:

A. Teacher assessment of student’s ability.
B. Teacher report of student’s progress.
REPORTING STUDENT PROGRESS (regulation continued)

C. Interpretation of the relationship of achievement and ability as well as any available test data.

D. Teacher suggestions concerning parent/guardian contributions for improvement of the student's progress.

E. Teacher/parent/guardian discussion of specific problems of the child for mutual understanding.

Middle school conferences are arranged with parents/guardians of children in eighth grade and a guidance counselor. These conferences are held in the spring of the year of the purpose of evaluating the student’s progress and to allow the parent/guardian to assist the counselor in formulating the student’s ninth grade program.

Parents/guardians and teachers may feel free to schedule conferences at other times when the need arises. They shall not be limited just to fall and spring conferences.

Grade Adjustment

Because of the importance of maintaining the integrity of grade recordkeeping, once a grade is given by a teacher on a report card it shall not be changes except with the approval of the principal. The principal shall make the change and initial such change. Grade changes should occur only under extreme situations such as an incorrect summary of the grade or incorrect copying. The grade on the report card shall represent what the student has earned and not what the teacher has given.

Make-up Privileges

In situations where illness or other extenuating circumstances caused by absence from school may cause a teacher to give an “incomplete” grade, the student shall have a grace period of one marking period to make up his/her work unless the extenuating circumstances continues. Failure to make up the work within one marking period after the end of the extenuating circumstance shall cause a failing grade to be placed on the report card.

Student Altering of Report Grades

Any student who alters his/her report card grades from that given by the teacher shall be subject to disciplinary action as determined appropriate by the principal.

Lost or Duplicated Report Cards

Lost or duplicated report cards shall be replaced by the principal and marked “duplicate” in bold letters on the report card. If the loss of a report card is due to negligence on the part of a student or parent/guardian, a minimum charge for replacement may be assessed by the principal.

Principal Review of Report Cards

It shall be the responsibility of the principal to review all report cards each marking period prior to issue. The purpose of this review is to assure a continuity of the district’s reporting system and that a clear and legible report card is issued to the home. This review will also provide the principal with information regarding the progress of students in his/her building.

Adopted: 08/14
STUDENT RECORDS

A. Definitions

1. "Access" means the right to view, to make notes, and/or to have a reproduction of the student record made.

2. "Adult student" means a person who is at least eighteen years of age, or is attending an institution of postsecondary education, or is an emancipated minor. The superintendent may determine that a minor student is emancipated on the student's presentation of evidence indicating that he or she is financially independent.

3. "Parent" means the natural or adoptive parent, custodial or non-custodial, whose parental rights have not been terminated by a court of competent jurisdiction; legal guardian; foster parent; approved parent surrogate; or legal custodian of the student who is the subject of the record and includes only such persons for whom access is authorized. In the event parental rights have been terminated or limited by a court of competent jurisdiction, the student's legal custodian must so notify the custodian of the student's file, by submission of appropriate legal documentation, in order that improper access to the student's records is not granted.

4. "Student record" means any information in tangible form regarding an individual student enrolled or formerly enrolled in this district, regardless of its subject, source, or physical form that is maintained for the purpose of review by a second party. Information recorded by certificated school personnel solely as a memory aid, not for the use of a second party is excluded from this definition.

B. Authorized content of student records

1. A student's file may include only the following mandated and permitted records:

   a. Personal identifying data, including name, address, date of birth, citizenship, gender, and name of parent; personal data cannot include the student's religious or political affiliation, except as so requested by the adult student or parent, and cannot include any indication of the student's legitimacy;

   b. Daily attendance records;

   c. Student progress reports, report cards, and grade transcripts;

   d. Grade level and program assignments;

   e. Physical health records, including data collected pursuant to board policy;

   f. Records required and created in the identification, referral, evaluation, and classification of educationally disabled students and the provision of special education and/or related activities;

   g. All other records required by the State Board of Education.

2. The collection of the following permitted records is authorized to promote the student's educational welfare:

   a. Personally authenticated observations, assessments, ratings, and anecdotal reports recorded by certificated school personnel in the performance of their professional responsibilities and intended for review by a second party, provided the record is dated and signed by the originator; information recorded solely as a memory aid for the originator becomes a student record when it is reviewed by any second party, including a substitute;
STUDENT RECORDS (regulation continued)

b. Information, scores, and results obtained from standardized tests or by approved tests conducted by professional personnel;
c. Educationally relevant information provided by the parent or adult student regarding the student’s achievements or school activities;
d. Any correspondence with the student and/or the student’s parent;
e. Emergency notification form;
f. New student registration form;
g. Withdrawal or transfer form;
h. Records of disciplinary infractions, penalties, and disciplinary hearings;
i. Records of the student’s co-curricular and athletic activities and achievements;
j. Awards and honors;
k. Notations of additional records maintained in a separate file;
l. The statement of a parent or adult student regarding a contested portion of the record; and
m. Entries indicating review of the file by an authorized person.

C. Collection and maintenance of records

1. A student’s records will be maintained in a single central file in the office of the school to which the student is assigned. The file of a student assigned to a program outside this district will be maintained in the office of the child study team.

2. In the event any record is kept in a place other than the student’s central file, the central file will include a notation of the existence and location of the additional record.

3. The principal is the custodian responsible for the collection and security of student records in his or her school. The Director of Student Services is the custodian responsible for the collection and security of student records maintained by the child study team. The school nurse is the custodian responsible for any physical health records and emergency notification forms maintained in the school nurse’s office.

4. All student records will be securely maintained under lock and key to protect the integrity of the record and to prevent access by unauthorized persons. Secretarial and clerical personnel, including properly assigned aides, may handle and view student records only to the limited extent necessary to enter data, amend records, file materials, copy pages, and conduct routine clerical tasks, as specifically directed and supervised by professional personnel.

5. Any computer program utilized for the electronic storage and retrieval of student information must provide adequate security blocks to protect the records against improper access and alteration. An updated printout must be made of all computerized student records and will be maintained in strict accordance with these regulations.

6. The registration of a student transferring to this district must be reported to the Principal in order that prompt request for the student’s records may be made.

D. Access to student records

1. The responsible custodian shall permit access to student records only by the following authorized persons:

   a. The parent of:

      1. A minor student;
      2. A financially dependent adult student when the parent has agreed not to disclose information contained in the record to a second or third party without the adult student’s consent.
STUDENT RECORDS (regulation continued)

b. A minor student with the written permission of his or her parent;
c. Certificated school personnel who have assigned educational responsibilities for the student;
d. Representatives of accrediting organizations for the purpose of determining accreditation;
e. The Commissioner of Education and members of the New Jersey Department of Education staff who have assigned responsibilities that necessitate the review of student records;
f. Officers and employees of a state agency responsible for protective and investigative services for students referred in cases of suspected child abuse;
g. Representatives and persons outside the school who have been authorized by the written consent of the parent or adult student, provided that a written request for review, together with the required authorization, is first submitted to the custodian of the record and provided that the reviewer shall not transfer student record information to a third party without the written consent of the parent or adult student;
h. Representatives and persons not otherwise authorized, upon the presentation of a court order, provided that, absent a judicial order to the contrary, the parent or adult student has been given at least three days’ written notice of the name of the requesting agency and the records requested; and
i. Bona fide researchers approved by the superintendent after the requesting researcher has submitted a written request that sets forth the nature of the research, the relevance of the records sought, and the researcher’s assurances that student anonymity and confidentiality will be strictly guarded.

2. A request for inspection of student records submitted by an authorized person will be granted, provided any condition for access set forth has been met, as soon as is practical and no later than ten days after the request is received or any hearing or review to which the record is relevant, whichever first occurs.

3. No student record shall be altered or destroyed after review has been requested and before the requested review occurs. As soon as a request is received, the student’s file will be flagged to prevent inadvertent clerical alteration. The flag will be removed when the review occurs.

4. Where access has been requested by a person other than a parent or student or teaching staff member educationally responsible for the student, access will generally be limited to the record or portion of the record relevant to the purpose for which access was granted.

5. The custodian of the record, or certified school personnel appointed by the custodian, shall be present during the period of review to provide interpretation of the record as required; to prevent any alteration, damage, or loss of the record; and to limit review where such limitation is a condition of access.

6. Except for inspection by a parent, student, or teaching staff member educationally responsible for the student, every inspection of a student’s record shall be noted in an entry in the file that sets forth the name of the person or persons granted access, the reason access was granted, the time and circumstances of the inspection, the records inspected, and the purposes for which the data will be used.

7. A record may be withheld from a parent or student only when the superintendent, in consultation with certified school personnel, determines that disclosure of the record would create a substantial risk of harm to the student or to a person with whom the record is concerned. The parent or student denied access shall be so informed in writing within five days and shall be notified of the right to appeal the denial of access to the Commissioner of Education.

8. An authorized person may request a photocopy of all or a portion of that part of the student’s record to which the reviewer has been granted access. Copies will be made by district personnel for a fee equal to that charged for copies of the public records of this district, except that the fee may be waived for a parent or adult student who, in the judgment of the custodian of the record, might
otherwise be prevented from exercising his or her rights of access and appeal under rules governing access to student records and the due process rights of educationally disabled students.

E. Release of information

1. Information in a student record, other than directory information, may be released only to the following persons and under the following conditions:

2. In order to fulfill its legal responsibilities, the board of education may receive information contained in a student’s record. Any request for such information must be made to the superintendent by the board duly convened. The information will be presented by the superintendent to the board in private session, except that the parent or adult student will be notified of the planned private discussion and, on the written request of the parent or adult student, the information will be discussed in a public meeting.

3. Certificated school personnel may, in their discretion, disclose information in a student record to the minor student who is the subject of the record or to appropriate persons in connection with an emergency, if such knowledge is necessary to protect the health and safety of the student or other persons.

4. A parent or adult student may be given information from that portion of another student’s record that contains information about the parent’s child or about the adult student.

F. Transfer of records

1. When a student transfers to another school district in New Jersey, the custodian of the student’s records shall, within ten days of the receiving district’s verification of the transfer:

   a. Forward the student’s mandated records to the receiving district with written notice of the transfer to the parent or adult student; and

   b. Forward the student’s permitted records to the superintendent of the receiving district on the written consent of the parent or adult student, except that permitted records may be forwarded to the high school without written consent.

2. When a student departs permanently from this school district by transfer to a private school or a school district outside New Jersey, the parent or adult student will be notified in writing that a copy of the entire student record will be provided on request. The record will be forwarded to the receiving school or district on the written request of the parent or adult student.

3. The parent or adult student shall, on request, be provided with a copy of the records forwarded to another school district or educational institution.

G. Appeal of record

1. A parent or adult student may request the expunging of allegedly inaccurate, irrelevant, or improper information; the insertion of additional data and commentary; and request a stay of disclosure, in accordance with the following appeal procedures:

   a. The parent or adult student must submit a written request to the principal that includes the specific issues and allegations relating to the student record and the relief sought.

   b. The Principal will, within ten days of the receipt of the request, meet with the parent or adult student to review the issues and allegations raised and the relief sought.
2. If the relief sought by the parent or adult student is not granted at the review meeting, the parent or adult student will be notified of his or her right to appeal the matter to the superintendent, board of education or the Commissioner of Education in writing within ten days of the meeting.

3. An appeal to the board will be promptly heard in private session, unless the parent or adult student requests a public meeting, and the board will issue a written determination within twenty days of the receipt of the written request for appeal to the board.

4. The board determination will include notification of the right of the parent or adult student to appeal to the Commissioner.

5. At all stages of the appeal process the parent or adult student will be afforded a full and fair opportunity to present evidence relevant to the issue.

6. A record of the appeal proceedings and outcome will be included in the student's file and copies will be made available to the parent or adult student.

7. Appeals relating to the records of educationally disabled students will be processed in accordance with law.

8. Regardless of the outcome of the appeal, the parent or adult student may place a statement in the student's file commenting on the information contained in the record or specifying reasons for disagreeing with the decisions of the board or its officers. Any such statement will be retained in the file so long as the contested portion of the file is maintained and will be disclosed whenever the contested portion is disclosed.

H. Directory information

1. Directory information includes a student's name, address, telephone number, grade level, date and place of birth, dates of attendance, major field of study, participation in district activities recognized by the board of education, weight and height relating to athletic team membership, degrees, awards, the educational agency most recently attended by the student, and other, similarly non-intrusive information.

2. Parents and adult students will be informed annually at the beginning of the school year of their right to prohibit the release of any or all types of directory information about the student and will be provided a period of ten days to submit to the superintendent a written statement prohibiting the release of such information.

3. Except where a parent or adult student has requested that directory information about the student not be released, directory information may, without the consent of the parent or adult student, be:
   a. Released to recognized representatives of the press for use in published reports on district activities; and
   b. Used in district publications and records such as the newsletter, handbook, school newspaper, yearbook, graduation program, board minutes, and administrative reports to the board.

I. Review of records

1. The records of all currently enrolled students will be reviewed annually by teaching staff members appointed by the custodian. Information no longer descriptive of the student or the student's educational situation or necessary to provide educational services to the student will be removed and destroyed. No record will be made of the removed information or of its removal.

2. A record that is mandated may be destroyed only after:
STUDENT RECORDS (regulation continued)

a. The parent or adult student has been notified of the pending destruction and has consented in writing to the destruction; or
b. Reasonable attempts to notify and secure the consent of the parent or adult student have been unsuccessful. Attempts will be deemed unsuccessful after registered mail to the parent or adult student to the last known address is returned or after, notification having been received, the parent or adult student fails to submit written consent within thirty days of receipt of notification.

3. All other records will be destroyed after:

a. The parent or adult student has been notified of the pending destruction, and has consented in writing to the destructing; or
b. Reasonable attempts to notify and secure the consent of the parent or adult student have been unsuccessful. Attempts will be deemed unsuccessful after registered mail to the last known address of the parent or adult student is returned as undeliverable or after, notification having been received the parent or adult student fails to submit written consent within thirty days of receipt of notification.

4. 4. No additional information will be placed in the student’s file without the prior written consent of the parent or adult student.

Adopted: 08/14
ELECTRONIC STUDENT DATA AND RECORDS

The objective of these guidelines is to ensure that student data and information on the district website, as well as approved externally hosted websites, adhere to the Family Educational Rights and Privacy Act (FERPA). Where information contains data on individual students, it is subject to both privacy and confidentiality requirements (see board policy 5125 Student Records).

General Information

The district frequently receives requests from outside sources for confidential student information. The district must respond to appropriate requests in a timely manner and in accordance with state and federal laws, board policies, and the guidelines in this regulation (see board policy 3570 District Records for requirements specific to the Open Public Records Act). FERPA affords parents and eligible students certain rights regarding the disclosure of student educational records. To this end, educational institutions have the responsibility to prevent improper disclosure of personally identifiable information from these records.

Definitions

For the purpose of this regulation the following definitions will apply:

A. Student educational records

There are two types of student educational records defined by FERPA. Each type of student educational record is subject to different disclosure protections as stipulated below:

1. Directory information

Directory information may include such items as name, address, phone number, e-mail address, and dates of attendance. A parent must notify the district in writing within a designated time period if he or she objects to the release of directory information about his or her child.

2. Non-directory information

Non-directory information (i.e., nonpublic information) is any educational record not considered directory information that must not be released to anyone without the prior written consent of the parent. Faculty and staff members can access non-directory information only if they have a legitimate academic need to do so. Non-directory information may include, but is not limited to, Social Security numbers, student identification numbers, race, ethnicity, and or nationality, gender, transcripts, assessment results, and grade reports.

B. Personally identifiable information

Personally identifiable information is that which is contained in an education record such as personal identifier, characteristic, or other information that would make a student’s identity easily traceable. Such information may not be released without written consent of student’s parents except as noted in Reference (b).

Externally Hosted Website

On an externally hosted website, a third party provides the hardware, software, and communications lines required by the server, but the district may control the content on the server. Externally hosted websites are considered external vendors who must be approved by the (superintendent, IT director, chief privacy officer, safety committee or data governance team).
ELECTRONIC STUDENT DATA AND RECORDS (regulation continued)

Storage of Student Records

Original data, copies of data, and all reports containing personally identifiable student information must be maintained in a secure environment to prevent unauthorized access. Student information collected by or submitted to the district websites, released to vendors for use with externally hosted websites, or electronically released to parents, students, and educators, is not intended and will not be used for publication to an unauthorized district or vendor website.

Social Security Numbers

Social Security numbers are considered personally identifiable information included in student records and legally protected data under federal laws. Collection, storage, and use of the Social Security number are subject to board policy (see board policy 5125 Student Records).

Electronic Release of Student Records

Electronic release of student records is one means of obtaining confidential student information. Conditions for the electronic release of student information are as follows:

A. Release of information

The district will provide access to and dissemination of information that improves the education-related decisions of parents, teachers, administrators, policymakers, and educational stakeholders as well as the general public.

B. Release of information to third party

Personal student information may be shared with a third party with whom the board has a contract or with a third party researcher who has received formal permission to conduct research in the the district in accordance with FERPA (see board policy 6162.5 Research). The vendor is required to sign an agreement or contract with the board that indicates the business purpose for which access will be granted. The access must be limited to the specified purpose. Student information will not be provided to any external hosting site without prior approval of the (superintendent, IT director, chief privacy officer, safety committee or data governance team).

C. Electronic mail

Use of e-mail for disclosure of student records is not a secure conduit for information; therefore, e-mail will not be utilized. Not only may e-mail be sent to someone other than the intended recipient, but e-mail sent as plain text may be intercepted as it traverses the network.

No Electronic Release

Specific types of individual student records will not be released electronically. Those records include the following:

Health records;

A. Special Education records;

B. Records with identifiable student Social Security numbers; and

C. Discipline records.

Security Form

Any vendor or other third-party who requests access to nonpublic (i.e., non-directory) student information is
required to complete and sign an External Vendor Data Request form (see exhibit 5125.1). This is an agreement with the district that helps protect the security of the data.

Maintenance Responsibility

The chief school administrator or his or her designee is responsible for maintenance of this regulation.

Adopted: 11/15
PUPIL RECORDS

In order to comply with the rules adopted by the State Board of Education (N.J.A.C. 6:3-2.1) in March 1978 concerning pupil records, these guidelines will be followed throughout the district. These guidelines provide the following, in accordance with the New Jersey Administrative Code:

A. Definition of Pupil Records

A pupil record means information related to an individual pupil maintained within the school system, regardless of the physical form in which it is maintained. Any information which is maintained for the purpose of second party review is considered a pupil record. Information recorded by certified school personnel solely as a memory aid, not for the use of a second party, is excluded from this definition.

B. Contents of Pupil Records

1. The following records are mandated under the rules of the New Jersey Department of Education and must be maintained for every pupil:
   a. personal identification data including pupil's name, address, date of birth, name of parents and/or guardians, citizenship, and sex;
   b. record of daily attendance;
   c. record of pupil progress including marks, assignment of grade levels and promotion;
   d. required health records;
   e. records required for classification and programming for handicapped pupils including printed test forms supporting classification and placement.

2. In addition to the mandated records enumerated above, the Woodbridge Township Board of Education authorizes the collection of the following additional information to be utilized only for the educational welfare of each pupil:
   a. pertinent anecdotal information recorded and signed by certified school personnel;
   b. interim and progress reports;
   c. course selection slips;
   d. pertinent communications to and from parents;
   e. authenticated factual personal information;
   f. Kindergarten and first grade checklists;
   g. records of standardized test scores and State assessment scores;
   h. elementary school reading records;
   i. pupil profiles;
   j. transfer information received from sending schools;
   k. high school rank-in-class;
   l. extracurricular activities;
   m. record of additional instructional services;
   n. Social Security number.
3. Since the purpose of the collection and maintenance of pupil records is to protect the educational interests of the pupil and society, pupil records shall contain only such information as is relevant to the education of the pupil.

C. Prohibited Records

1. No record of religious or political affiliation of any pupil or parent shall be maintained by the school district.

2. No record of a pupil's legitimacy of birth may be kept by the school district.

D. Directory Information

The Board designates the following as student "directory information" which may be utilized in athletic programs without permission, except when prohibited by a parent or eligible student in accordance with district regulations: name, height and weight if a member of an athletic team, and awards received.

E. Access to Pupil Records

1. "Access to pupil records" means the right to view, to make notes, and/or to have a reproduction of the pupil's record made (N.J.A.C. 6:3-2.1). If there is a request to reproduce a record the charge will be at the rates established by the Board. Copies of printed test forms which are subject to copyright laws are prohibited.

2. The following authorized organizations, agencies or persons may obtain access to pupil records:

   a. Natural parents, legal guardian(s), foster parent(s) or parent surrogate(s) of pupils under the age of 18 and pupils under 18 who have the verified written permission of a parent or guardian. Where parents are separated or divorced, natural parent means the person or agency who has legal custody of the pupil, as well as the natural parents of the pupil, provided such parental rights have not been terminated by a court of appropriate jurisdiction. Awarding of custody to one parent does not by itself terminate the rights of the other parent to obtain access to pupil records.

   b. Pupils at least 16 years of age who are terminating their education in the district because they will graduate at the end of the term or do not plan to continue their education.

   c. An adult pupil (over 18) and his/her parents or guardians, as long as the pupil is financially dependent upon his/her parents or guardians while enrolled in the public school system. If a pupil is past 18 and no longer is living with his/her parents or dependent upon them financially, written permission from the pupil is required in order for the parent to review his/her child's records, unless the pupil is legally incompetent.

   d. Certified school personnel who have assigned educational responsibilities for the pupil.

   e. Accredited organizations in order to carry out their accreditation functions.

   f. The Commissioner of Education and members of his/her staff who have assigned responsibility which necessitates the review of such records.

   g. Officials of other public school districts, county boards of special services school districts, or other government operated special education programs within the State of New Jersey in which the pupil is registered or intends to enroll, subject to the following conditions:

      1) Mandated records shall be forwarded to the receiving school district with written notification to the parent or adult pupil.

      2) Permitted records shall be forwarded only after a written, signed release has been obtained from the parent or adult pupil, except for records sent from school to school within the district. (No signed release is required in this instance.)

   h. Organizations, agencies and persons from outside the school if they have written consent of the parent or adult pupils. Such organizations, agencies and persons shall not transfer pupil record information to a third party without the written consent of the parent or adult pupil.
i. Organizations, agencies, and individuals outside the school upon the presentation of a court order.

j. Bona fide researchers who have the express approval of the Superintendent of Schools.

3. Persons authorized above shall be granted access to pupil records under the following conditions:

   a. After a request for access to pupil records is received by a school administrator, an appointment for viewing the records will be set up within 10 school days, and prior to any review or hearing to be conducted in accordance with state regulations. No pupil record shall be altered or destroyed during the time period between a written request to review the record and the actual review of the record.

   b. Authorized organizations, agencies, and persons from outside the school must submit to the principal of the school a signed authorization with their written request to review a pupil's records.

   c. The principal of the school or his/her designee shall be present during the period of inspection to provide interpretation of records and to prevent their alterations, damage or loss.

   d. In every instance of review of pupil records by people who do not have assigned educational responsibility, an entry shall be made on a special form in the pupil record of the name of the person granted access, the reasons for access, and the time and circumstances of inspection, the records studied and the purpose for which the data will be used. The record of access shall be maintained in the pupil's folder and forwarded with his/her permanent record card. If the record has already been microfilmed, the record of access shall be kept on the microfilm identification card.

   e. In the event of a court order granting permission for records to be reviewed, the school will give the parents or adult pupil at least three days notice, in writing, of the name of the requesting agency and the specific records requested.

   f. If the Superintendent of Schools, in consultation with the certified staff, is convinced that the disclosure of a pupil's record would create a substantial risk of harm to the pupil or to a person with whom the record is concerned, the record may be withheld from the parent or guardian of a pupil under 18, or from an adult pupil. If this does occur, the Superintendent will notify the parent/guardian or adult pupil within five days, in writing, that access to the record has been denied and that he/she has the right to appeal this decision to the Commissioner of Education.

F. Responsibility for Maintenance and Security of Pupil Records

   The district assumes its responsibility for compiling and maintaining pupil records, and regulating access to and security of such records, in accordance with these rules and regulations.

   1. In each school building, the principal shall assume the responsibility for collection of records and their maintenance.

   2. The Superintendent shall require all permitted pupil records of currently enrolled students to be reviewed annually by the school principal or his/her designee to determine the educational relevance of the materials contained therein. When the material is reviewed, any data no longer descriptive of the pupil or educational situation shall be removed and destroyed, and it shall not be recorded elsewhere nor shall a record of such deletion be made.

   3. The Superintendent of Schools or his/her designee shall be responsible for the security of pupil records maintained in the district and for procedures which assure that access to such records is limited to authorized persons.

   4. Records for each pupil shall be maintained in a central file or, if in several locations, a notation must be made in the central file as to where other records may be found.

G. Parents and Pupil Rights of Appeal

   1. Pupil records are subject to challenge by parents and adult pupils on grounds of inaccuracy, irrelevancy, impermissible disclosure, inclusion of improper information or denial of access to duly authorized organizations, agencies and persons. The parent or adult may seek to:
a. expunge inaccurate, irrelevant, or otherwise improper information from the pupil record;

b. insert additional data as well as reasonable comments as to the meaning and/or accuracy of
the records;

c. request an immediate stay of disclosure pending final determination of the challenged
procedure.

2. In order to initiate appeal, a parent or adult pupil must notify the Superintendent of Schools in
writing of the specific issues related to the pupil record. A meeting shall be arranged within ten
days to review the issues set forth in the appeal. If the matter is not satisfactorily resolved, the
parent or adult pupil may appeal this decision to the local Board of Education or the Commissioner
of Education within 10 days. If the appeal is made to the local school Board, a decision shall be
rendered within 20 days. A record of the appeal proceedings and outcomes shall be made a part of
the pupil record with copies made available to the parent or adult pupil.

3. Appeals relating to records of classified students shall be processed in accordance with N.J.A.C.
6:28-1.1 et seq.

H. Retention and Destruction of Pupil Records

1. Upon the graduation or permanent departure of a pupil from the school system, the parent or adult
pupil shall be notified in writing that a copy of the entire pupil record will be provided to them upon
request.

2. No additions shall be made to the record after graduation or permanent departure without the prior
written consent of the parent or adult pupil.

3. All mandated pupil records listed under 2A1, 2, 3 will be preserved in perpetuity by the last school
attended. Permitted records, with the exception of standardized test scores and rank-in-class, will
be destroyed when a pupil is graduated from the school district, and the parents shall be notified of
this in writing (see H.1. above).

I. General Considerations

1. Prior to the opening of school each year, the district will notify parents in writing of their rights in
regard to pupil records.

2. Copies of applicable State and Federal laws, as well as this policy statement, will be made
available upon request.

3. When the parent's dominant language is not English or the parent is deaf, every effort will be made
to provide interpretation of the record in the dominant language of the parent. If this is not possible,
parents will be assisted in securing an interpreter.

4. No liability may be attached to any member of the Board of Education or school employee who
carries out this policy, which is in accordance with N.J.A.C. 6:3-2.1.

5. Annually, the Board of Education shall report at a public meeting the permitted records which have
been authorized for collection in this district in accordance with N.J.A.C. 6:3-2.1.

Adopted: 01/90
Readopted: 08/14
HANDLING CONFIDENTIAL CHILD STUDY TEAM REPORTS AND RECORDS

A. A complete file of all Child Study Team confidential reports and records will be maintained by the Office of Special Services. No records, no matter where maintained, will be released without the express approval of a professional Child Study Team member or the Director of Special Services.

B. A copy of the Individualized Educational Program and other pertinent reports shall be provided to the school principal after the Child Study Team has discussed its findings with concerned school personnel and parents. With the exception of the IEP goals, these reports may not be reproduced nor disseminated by the school to school personnel, nor may any of the records be disseminated by the school. All requests for information shall be directed to the Office of Special Services.

C. A confidential file shall be maintained in each school. All Child Study Team reports of pupils presently enrolled in the school should be kept in this file, and its security should be guarded. Under no circumstances should such a document be placed in a student's folder.

D. No notation may be made on a child's cumulative permanent record to indicate that a Child Study Team referral or report has been made, or that the child is involved in a Special Education or Supplementary Instruction program on the secondary level. However, where an IEP modified graduation requirements for a student, this shall be on the cumulative permanent record by noting "in accordance with IEP."

E. In the years following a Child Study Team contact with the child, the principal will exercise his/her judgment as to whether or not information in the Confidential file should be shared with the child's current teacher. It is considered inadvisable to circulate lists of names of all children in a school who have been referred to the Child Study Team.

F. When a student moves to another school within the district (i.e., transfer, sixth to seventh grade, eighth to ninth grade), the assigned Child Study Team will bring Confidential records to the receiving school with appropriate explanations to the principal and/or guidance counselor.

G. If a child for whom there are Child Study Team confidential reports moves out of the district, the principal shall return the copies of reports in his/her Confidential file to the Office of Special Services. All subsequent requests for this information shall be directed to the Child Study Team in the Office of Special Services.

H. At no time should Child Study Team confidential reports be kept in a school building when the student is no longer in attendance. Copies of all student Individualized Educational Programs (IEP's) and Instructional Guides which were in the possession of classroom teachers during the school year must be returned to the school principal before the close of each school year in June. These copies will be maintained in the student's confidential folder for redistribution in the next school year. All original copies are maintained in the Office of Special Services for future needs.

I. Requests for information by other school districts or concerned agencies will be considered after appropriate releases are signed by the parent or guardian, or student over eighteen years of age, in accordance with the district policy on pupil records.

J. To prevent needless public labeling, any reference to a student's classification or educational handicap shall be made for educational purposes only.
PERMANENT RECORD CARDS SPECIAL EDUCATION
STUDENTS ELEMENTARY SCHOOLS

In order to assure conformity with the requirements of N.J.A.C. 6:3-2.1 concerning pupil records, these procedures will be followed:

A. There should be no indication on the permanent record of students in Special Education classes that they are classified or in special classes. (Exceptions will be made for students classified as educable mentally retarded or trainable mentally retarded.)

B. Marks should be entered on the permanent record card in the first available row of boxes for Elementary School within the year indicated at the top of the column and the mark space left blank, unless the child is integrated into regular classes for the largest part of the day.

C. Promotion Record should be completed with the mark left blank, if it is left blank where marks are entered.

D. It is extremely important that the Entrance and Withdrawal Record is properly completed by the sending and receiving school each time a student is moved from school-to-school.

E. The Child Study Teams should be given the permanent record card of all Special Education students, together with their Confidential File when students are moved to another school. The Team will hand deliver these records.

F. If a request for transfer information is received for a Special Education student, the Child Study Team must be notified, since this district is responsible for forwarding classified materials to the receiving school.

Adopted: 08/14
ATHLETIC AWARD GUIDELINES FOR HIGH SCHOOLS

In making awards to varsity athletes, the nomination of the coaches should reflect the degree of cooperation put forth by the candidates as well as attitude and dedication to the sport. Attendance at practice and games are prime requisites along with loyalty, respect, effort, knowledge of the rules, competitive spirit and team play.

A. Athletic awards are based on the following criteria:

1. Eligibility:
   Any student who meets the requirements set forth in the New Jersey State Interscholastic Athletic Association Constitution and Bylaws is eligible to compete in interscholastic athletics.

2. Implementation:
   The implementation of these rules and regulations are the direct responsibility of the head coach of each sport. The coach's nominations for awards should reflect the degree of cooperation of the candidate.

3. Varsity Awards Criteria:
   Candidates for awards must meet the criteria set forth for each of the following activities:
   a. Football: Fifty Percent (50%) of the number of quarters played during the season. All official appearances in the game, during any quarter, will count as a full quarter.
   b. Soccer: Fifty Percent (50%) of the number of quarters played during the season. All official appearances in the game, during any quarter, will count as a full quarter.
   c. Cross-country: Fifty Percent (50%) of the number of scheduled matches or score fifteen points tabulated as follows: five points for first place down to one point for fifth place.
   d. Tennis: Fifty Percent (50%) of the number of scheduled matches.
   e. Basketball: Fifty Percent (50%) of the number of quarters played during the season.
   f. Wrestling: Fifty Percent (50%) of the number of scheduled matches or a score of fifteen team points.
   g. Winter Track: Fifty Percent (50%) of the scheduled meets or a score of twelve points.
   h. Bowling: Fifty Percent (50%) of the number of scheduled matches.
   i. Baseball: Fifty Percent (50%) of all the games played or 30 percent of all innings played. Pitchers must pitch in at least five games or 10 percent of all innings played.
   j. Softball: Fifty Percent (50%) of all the games played or 30 percent of all innings played. Pitchers must pitch in at least five games or 10 percent of all innings played.
   k. Track: Fifty Percent (50%) of all the meets scheduled or a score of fifteen points.
   l. Golf: Fifty Percent (50%) of the scheduled matches.
   m. Ice Hockey: Fifty Percent (50%) of the number of scheduled games.
   n. Swimming: Fifty Percent (50%) of the number of scheduled meets.
   o. Volleyball: Fifty Percent (50%) of the number of scheduled matches.

4. An athlete must be a member in good standing at the close of the season. Any athlete who leaves the team voluntarily or for disciplinary reasons is ineligible for any award that may be given. However, in the event of any injury or illness to an athlete, an exceptional contribution by an athlete, the coach may waive specific criteria in making an award with the approval of the Athletics Department Supervisor and the Principal.
B. Types of Awards

1. Varsity: Award consists of an eight-inch letter, plus a tie tack pin designating the sport, plus a varsity certificate. Only one varsity letter is awarded each year to the student-athlete. Subsequent varsity awards are the tie tack pin and the varsity certificate of participation for each additional sport.

2. Certificate of Participation: This is presented to all members of the squad in good standing who did not meet the requirements for the varsity award.

3. Senior Plaque: These may be awarded to seniors in lieu of letters or pins indicating a composite record of the candidate's achievement at the senior high school.

4. Special Awards: Where traditional awards have been given over a period of years, special awards may be presented to individuals who have performed with extraordinary merit during the season. The head coach of each sport will choose the recipients of these awards.

5. Championship Awards: Presented by the Board of Education to the Athletics Department Supervisor and coach of teams winning championships officially designated by the N.J.S.I.A.A. as winning a championship during the year as listed below:
   a. State Championship: 12” x 15” Picture Plaque
   b. Sectional or District Championship: 9” x 12” Picture Plaque
   c. Conference or County Championship: 7” x 9” Picture Plaque
   The seal of the Board of Education will be emblazoned on each of these plaques, and the inscription on each will read as follows:
   a. Woodbridge Township Board of Education
   b. Name of the Championship Awarded
   c. Name of the School
   d. Team and Year
   e. Title Achieved
   The award will reflect the highest championship won by the team or individual. The plaque should list the championship won en route to the highest award.
   One plaque will be presented to the coach. Another will be hung at the school in a location set aside for that particular sport.
   Each member of any championship team will be the recipient of a copy of a public resolution by the Board of Education commending the team for their efforts, as per Woodbridge Township Board of Education Policy #518 – Athletic Awards.
   All awards will be distributed at the end of each season at an appropriate award program.

C. Things to remember:

1. Coaches should avoid discussing awards with their respective teams unless they are specific and accurate according to the award policy.

2. Coaches should consult with their assistants to gain input to help in making awards.

3. The Report for Athletic Resolutions form, which lists all of the individual and team’s accomplishments, must be submitted to the Athletics Department Supervisor for approval immediately following the season.

4. Coaches will make a special effort to invite all the student-athletes and their parents/guardians to the Board of Education meeting, during which they will receive a copy of an Athletic Award Resolution.
D. Bonus for Championship Team:
   1. State Championship Teams: Appropriate banner with names of all team members and coaches along with year and record.
   2. State Sectional Championship Teams: Appropriate banner with names of all team members and coaches along with year and record.
   3. Greater Middlesex Conference Championship Teams or any future League affiliation: Appropriate banner with name of team, record and date.
   4. Greater Middlesex Conference Division Championship or any future league affiliation: Appropriate banner with name of team for first championship with date enclosed in appropriate sport emblem. Each additional championship team will be awarded appropriate sport emblem with date enclosed within.

E. Awards for Non-NJSIAA Sponsored Extracurricular Activities
   1. Varsity Awards may be awarded to students participating in extracurricular activities provided the following criteria are met:
      a. the advisor petitions the principal in writing to establish award criteria;
      b. the extracurricular activity must have a comparable number of practices and competitions as athletic activities;
         i. at least 5 competitions or events;
         ii. at least 5 hours of practice per week during the season (average);
      c. students must meet the participation requirement – Fifty Percent (50%) the number of competitions;
      d. the advisor will nominate students for awards;
      e. students participating in extracurricular competition will also be eligible for the same awards as the NJSIAA sports competitions – Varsity Awards, Certificate of Participation, Senior Plaque, Special Awards and Championship Awards.

Adopted: 04/08
Readopted: 01/18
HONOR ROLLS & HONOR SOCIETIES

HONOR ROLL:

Schools will establish honor rolls based on students’ final grades. Students will be admitted to the honor roll in Grades 4-12 if they maintain grades no lower than “B” (“B-” in Middle and High School) in every course.

*Individual schools are not permitted to add extra honor roll criteria or raise criteria above those stated here.

HONOR SOCIETIES:

A. High Schools will establish local chapters of the National Honor Society (NHS). The criteria for admittance will be determined by the National Honor Society. No schools are permitted to alter the criteria of the NHS.

   High Schools should also establish honor societies for other subject areas. These societies will strictly adhere to the admission criteria as determined by the national bylaws of these honor societies.

B. Middle Schools will establish local chapters of the National Junior Honor Society (NJHS). The schools will strictly adhere to the admission criteria determined by the National Junior Honor Society.

C. Elementary Schools will establish local chapters of the National Elementary Honor Society (NEHS) for Grades four and five only. The schools will strictly adhere to the admission criteria determined by the National Elementary Honor Society.

*Individual schools are not permitted to add extra honor society criteria or raise criteria above those contained in national guidelines.

Adopted: 03/14
Readopted: 08/14, 04/15
STUDENT DRESS CODE FOR GRADUATION EXERCISES

It is the desire of the Board of Education to have each senior high school conduct commencement exercises with dignity for participating students and parents who share in this event.

In order to strive for the attainment of this goal, all student participants are expected to adhere to the Board of Education policy on Dress and Grooming. In addition to the guidelines set forth in that policy, the Board of Education, this year, requires an acceptable standard of dress for all students who wish to participate in graduation exercises.

A. Recommended dress:
   1. Boys
      a. Dress slacks with dress shirt and tie or appropriate sport shirt
      b. Dress shoes
   2. Girls
      a. Dresses or skirts and blouses
      b. Dress shoes

B. Items which are prohibited:
   1. Boys
      a. Jeans and coveralls
      b. Sneakers, work shoes, work boots, thongs or sandals
      c. Bare feet
      d. T-shirts, A-shirts, tank tops, polo shirts and sweatshirts
   2. Girls
      a. Jeans and coveralls
      b. Sneakers, work shoes, work boots, or thongs (flip-flops)
      c. Bare feet
      d. Corsages

It is our belief that students and parents feel that the manner in which students dress contributes to the dignity of the graduation exercises; therefore, all participating students are expected to adhere to this Student Dress Code for Graduation Exercises. Those who do not feel that they can abide by this code of dress are given the option of not participating in the graduation exercises.

Those students who report to school for participation in the graduation exercises and whose dress violates this code shall be removed from the procession and prohibited from participating in the exercises. Diplomas and report cards of these students may be picked up at the school during school hours commencing the next school day following the graduation exercises.

Adopted: 09/80
Readopted: 08/14
CORPORAL PUNISHMENT

In accordance with the policy of the Board, the following guidelines are provided to assist staff members in avoiding situations in which they may be charged with corporal punishment.

A. Do not use force or fear to discipline a pupil unless it is necessary to:
   1. Quell a disturbance threatening physical injury to others;
   2. Obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil;
   3. Act in self-defense; or
   4. Protect persons or property.

B. Do not touch a pupil in an offensive way even though no physical harm is intended.

C. Do not permit pupils to harm one another by fighting.

D. Do not punish pupils by means which are cruel or unusual.

Adopted: 08/14
STUDENT SMOKING, VAPING, POSSESSION OF VAPING PARAPHERNALIA

Smoking by students in school buildings or on school properties or school buses in Woodbridge Township is prohibited. Any student violating this policy shall be subject to suspension from school as follows:

**High School**

- 1st Incident - 3 days Out of School Suspension
- 2nd Incident - 4 days Out of School Suspension
- 3rd Incident - 5 days Out of School Suspension

**Middle School**

- 1st Incident - 1 day Out of School Suspension
- 2nd Incident - 2 days Out of School Suspension
- 3rd Incident - 3 days Out of School Suspension

School personnel should carry on extensive programs of education designed to make students fully informed of the hazards of smoking.

Adopted: 02/14
Readopted: 12/18
The Woodbridge Township Board of Education recognizes that school personnel must take seriously all suggestions, demonstrations, or communications of threatening behavior. When confronted with an actual situation in which threatening behavior or ideation is present, immediate mobilization of all appropriate resources is paramount. Under such condition, commitment to student confidentiality is superseded by the imperative for initiating lifesaving intervention.

Pursuant to Policy #580 governing Threatening Behavior Prevention, the following guidelines are promulgated:

Response to Threatening or Ideation:

A. The staff member who has reason to believe that a student has destructive or threatening intentions shall notify the principal or designee immediately. Once this action is taken, the principal or designee shall consult with the school psychologist, school social worker or guidance counselor and arrange for the student to be brought to the office for an interview with the school psychologist and school social worker of the school’s Child Study Team.

B. If, after consulting with the Child Study Team and the Staff Director of Special Services, the principal deems the situation to be serious, the principal shall:

1. Keep the student under continuous adult supervision by school personnel as designated.
2. Notify the local police immediately of the incident and cooperate with their investigation.
3. Contact the student's parents and have the school's Child Study Team evaluate the student immediately.
4. Notify the potential victim and notify the parents if the potential victim is a minor.
5. Notify the Superintendent and Staff Director of Special Services.
6. Notify the school psychologist, school nurse, social worker, and guidance counselor normally assigned to that school and consult on an as needed basis with the school nurse, school psychologist/school social worker or guidance counselor.
7. Have the parents sign a two-way release of information to allow our staff to speak to our psychiatrist regarding their child.
8. Have the student seen by one of our psychiatrists at Board expense within 10 calendar days.
9. Reserve the right to discipline the student any time during these proceedings.
10. Follow the policy regardless of the depth of involvement by the local police and plan an educational course of action according to policy.

C. In no case, should the student be returned to school until there has been a reentry conference between appropriate school personnel and the parent/guardian. The consulting psychiatrists should be able to assure the district personnel that the student is no longer dangerous and state that the student can return. The school may require hospitalization at the parent’s expense until such time that the student is no longer deemed dangerous by the attending psychiatrist.

D. When the student returns to school, the guidance counselor shall monitor the student’s adjustment through consultations with the classroom teachers and report as needed to the principal.
E. Documentation shall be done on the incident report form by the principal and sent to the Superintendent at the conclusion of the event. Copies of these reports shall be kept in the Office of the Staff Director of Special Services and the School Nurse’s secured medical file. When a student moves up from elementary to middle school and from middle to high school, his/her report(s) shall be hand delivered to the nurse of the receiving school.

F. Failure of a parent or adult student to cooperate fully with the guidelines set forth herein will result in an expulsion hearing before the Board of Education of the Township of Woodbridge.

G. In no case should any school staff member take it upon him/herself to counsel a student outside Policy #580.

Annually, within the first twenty (20) days of a new school year, the building principal shall hold inservice with all staff to ensure proper understanding and implementation of the above procedures. It shall be the responsibility of the Superintendent to ensure ongoing inservice in this area.

Legal Reference:  
NJSA 18A:11-1; General powers and duties of board of education
NJSA 18A:7A-5; Statutory guidelines for local boards of education

 Adopted: 05/99
Readopted: 08/14
VANDALISM

The Board of Education adopted a policy to contend with the problem of vandalism and the destruction, defacing and injury to school district property.

A. In the construction and interpretation of this regulation, the following words shall, unless repugnant to the context, or unless another and different meaning is expressly given or stated, have the meaning herein given to them:
   1. "Vandalism" shall mean the destruction, cutting, defacing or otherwise injuring any school building or part thereof, the property therein, the school grounds or other school district real property, or any other property belonging to this school district wheresoever situated.
   2. "Property" shall include every matter or thing, whether real or personal, belonging to, in the custody of, leased, rented, or loaned to the school district or any unit thereof.
   3. "Shall" is intended to mean a mandatory command throughout this regulation.

B. This regulation shall apply to all acts of vandalism heretofore or hereafter committed, whether committed during the time school is in session or at any other time.

C. The Superintendent of Schools shall administer this regulation and shall dispose of such matters in accordance with the terms of this resolution.

D. Each citizen and resident of the township is called upon to cooperate with the Board of Education and the Woodbridge Township Police Department by immediately reporting any incidents of vandalism and the names of the person or persons believed to be responsible for such conduct.

E. Each school principal shall submit, in writing, to the Superintendent of Schools a full and detailed report of any vandalism or injury or damage to school property, including damage to a school building, furniture, equipment or other property.

F. The Superintendent of Schools shall submit a copy of the said report to the Police Department of the Township of Woodbridge and, in those cases where he/she deems such action necessary, shall sign a criminal complaint to be processed in a Criminal Court or the Juvenile and Domestic Relations Court.

G. The Superintendent of Schools shall obtain from the Supervisor of Buildings and Grounds an estimate of the cost of repairs of any damage or injury to school property or equipment.

H. The Superintendent shall forward a bill for the cost of such damage or damages to the responsible party or parties and to their parent(s) or guardian, requiring payment of the amount of such damage or injury within ten days. If the vandalism is committed by a pupil or pupils enrolled in the township schools, the Superintendent shall suspend such pupil or pupils until the damages are paid in full, or adequate arrangements are made with the Superintendent for such payment.

I. If payment is not made within ten days or adequate arrangements are not made for payment in full, the Superintendent of Schools shall inform the attorney for the Board of Education that payment had not been made and the attorney shall forthwith commence, on behalf of the Board of Education, a civil action to recover from the responsible party or parties and their parent(s) or guardian the amount of damage or injury sustained by the Board of Education, together with the costs of such action.

Adopted: 08/14
WOODBRIDGE TOWNSHIP BOARD OF EDUCATION  
Woodbridge, New Jersey  

Regulation  

VIOLENCE AND VANDALISM  

A. Reporting Violence and/or Vandalism  
1. School employee who has reason to believe that an act of violence and/or vandalism has occurred shall immediately report that belief or suspicion to the building principal or facility supervisor;  
2. All reports of violence and/or vandalism will be documented in writing and signed by the individual reporting the incident and the building principal;  
3. The principal or supervisor shall promptly investigate all reports of violence and/or vandalism;  
4. The principal will complete and document the steps and finding of the investigation and file the report with the superintendent;  
5. The superintendent will notify the police in cases of serious vandalism;  
6. The superintendent will notify the police and/or appropriate legal authorities in cases of violence endangering or threatening to endanger the safety of staff, students or any person on or near school facilities.  

B. Penalties and Restitution  
1. A student who vandalizes school property is subject to discipline, which may include suspension or expulsion, in accordance with board policy 5131 Conduct and Discipline;  
2. The parents or guardian of any minor who injures school property, whether or not the minor is enrolled in this district, shall be liable for damages to the amount of the injury, together with costs of suit if the board must resort to legal process to obtain payment of damages;  
3. Any person who purposely defaces or damages school or personal property with any symbol that exposes persons to violence, contempt, or hatred on the basis of race, color, religion, gender, disability, sexual orientation, gender identity or expression, national origin or ethnicity is guilty of a crime and shall be reported to the police;  
4. A student found responsible of any act of violence is subject to discipline up to and including suspension, expulsion and referral to law enforcement authorities.  

C. Notifications and Reporting  
1. The principal shall notify the superintendent of the action taken regarding the incident.  
2. The superintendent/designee shall review all incident reports of violence and vandalism to ensure appropriate investigation and follow-up of all reports;  
3. Verification of the annual report on violence and vandalism shall be part of the state’s monitoring of the school district. The district will comply with the Electronic Violence and Vandalism Reporting System (EVVRS);  
4. Any school employee who knowingly falsifies a report of violence and/or vandalism may be subject to penalties, up to and including suspension and dismissal;  
5. Ongoing training shall be provided to staff, in cooperation with the department of education, in fulfilling the state reporting requirements. School employees shall have access monthly to the number and disposition of all reported acts of school violence and vandalism;  
6. Annually, at a public hearing in October, the superintendent shall report to the board of education all acts of violence and vandalism, which occurred during the previous school year;  
7. The proceedings of the public hearing shall be transcribed and kept on file by the board of education, which shall make the transcript available to the public;  
8. A transcript of the public hearing shall be filed with the division of student services in the department of education by November 1.  

NJSBA Review/Update: 11/08  
Adopted: 08/14
VIOLENCE AND VANDALISM

A. Definitions

1. "Vandalism" means the willful and malicious acts of any person that result in the destruction, defacement, or damage of any property, real or personal, belonging to, or entrusted to the board. Vandalism includes arson.
2. "Arson" means the willful and malicious burning or setting on fire of any building or part of any building owned, or operated by the board, by any person.

B. Reporting Violence and/or Vandalism

1. Any school employee who has reason to believe that an act of violence and/or vandalism has occurred shall immediately report that belief or suspicion to the building principal where the act has occurred. If the act of violence and/or vandalism occurred at a facility other than a school, the incident shall be reported immediately to the supervisor in charge of the facility.
2. All reports of violence and/or vandalism will be documented in writing and signed by the individual reporting the incident and the building principal.
3. The principal or supervisor shall promptly institute an investigation of the report by taking these steps as appropriate to the extent and seriousness of the violence and/or vandalism:
   a. Requesting the reporting employee to file a report of any additional evidence giving rise to his or her belief or suspicion that violence and/or vandalism has occurred;
   b. Visiting the site of the vandalism and examining its extent, taking photographs as necessary;
   c. Determining and recording the names of witnesses, if any;
   d. Interviewing witnesses and requesting their written reports of events;
   e. Assessing the costs of repair and replacement of any parts of the building, furnishings, and/or equipment; and
   f. Questioning the person or persons, if any, identified as having caused the violence and/or vandalism.
4. The principal will complete and document the steps and finding of the investigation and file the report with the superintendent. This report shall include the preliminary incident report as mentioned in B1 and B2 above and when appropriate a detailed property damage report.
5. The principal will notify the police in cases of vandalism involving:
   a. Significant damage;
   b. Arson;
   c. Theft or burglary;
   d. The use of any symbol that exposes persons to violence, contempt, or hatred on the basis of race, color, religion, gender, disability, sexual orientation, gender identity or expression, national origin or ethnicity.
6. The principal will notify the police and/or appropriate legal authorities in cases of violence endangering or threatening to endanger the safety of staff, students or any person on or near school facilities.
VIOLENCE AND VANDALISM (regulation continued)

C. Penalties and Restitution

1. A student who vandalizes school property is subject to discipline, which may include suspension or expulsion, in accordance with board policy 5131 Conduct and Discipline.
2. The parents or guardian of any minor who injures school property, whether or not the minor is enrolled in this district, shall be liable for damages to the amount of the injury, together with costs of suit if the board must resort to legal process to obtain payment of damages.
   a. The supervisor of buildings and grounds shall obtain a professional estimate of the cost of repairs and/or replacements necessitated by the vandalism.
   b. The principal shall present the student’s parent or guardian with an itemized bill based on the estimated costs.
   c. If, within thirty days, the student’s parent or guardian has not paid the bill or made arrangements with the principal for the payment of the bill in periodic installments, the superintendent shall inform the board and recommend that the board attorney commence civil action for the amount due together with costs.
3. The principal will recommend to the superintendent and the superintendent will recommend to the board a student whose vandalism of school property is so serious or chronic as to warrant reporting the student to the police.
4. Any person who purposely defaces or damages school or personal property with any symbol that exposes persons to violence, contempt, or hatred on the basis of race, color, religion, gender, disability, sexual orientation, gender identity or expression, national origin or ethnicity is guilty of a crime and shall be reported to the police.
5. A student found responsible of any act of violence is subject to discipline up to and including suspension, expulsion and referral to law enforcement authorities.

D. Notifications and Reporting

1. The principal shall notify the superintendent of the action taken regarding the incident.
2. The superintendent/designee shall review all incident reports of violence and vandalism to ensure appropriate investigation and follow-up of all reports.
3. Verification of the annual report on violence and vandalism shall be part of the state’s monitoring of the school district. The district will comply with the Electronic Violence and Vandalism Reporting System (EVVRS).
4. Any school employee who knowingly falsifies a report of violence and/or vandalism may be subject to penalties, up to and including suspension and dismissal.
5. Ongoing training shall be provided to staff, in cooperation with the department of education, in fulfilling the state reporting requirements. School employees shall have access monthly to the number and disposition of all reported acts of school violence and vandalism.
6. Annually, at a public hearing in October, the superintendent shall report to the board of education all acts of violence and vandalism, which occurred during the previous school year.
7. The proceedings of the public hearing shall be transcribed and kept on file by the board of education, which shall make the transcript available to the public.
8. A transcript of the public hearing shall be filed with the division of student services in the department of education by November 1.
(3)  Provide for the annual training of staff to prepare them to fulfill the reporting requirements set forth in N.J.A.C. 6A:16-5.3.

C.  Annual Hearing Requirements

At an annual hearing held pursuant to N.J.S.A. 18A:17-46, the superintendent shall report to the board all acts of violence, vandalism, and incidents of alcohol and other drug abuse that occurred during the previous school year, according to the provisions of N.J.S.A. 18A:17-46.


1.  Whenever it is alleged that a school employee has knowingly falsified the annual report, the board shall make a determination regarding whether the employee committed the act.

2.  Any employee alleged to have knowingly falsified the annual report shall be notified in writing of such allegation and shall be entitled to a hearing before the board:
   a.  The hearing shall take place within thirty business days of the date on which the employee is notified of the allegation;
   b.  The employee shall be entitled to be represented by a person of his or her choosing and to present witnesses on his or her behalf; and
   c.  The board shall notify the employee of its determination in writing within five school days of the hearing.

3.  Upon determination by the board that an employee has knowingly falsified the annual report, it shall take one or more of the following actions:
   a.  Impose minor discipline on a tenured or non-tenured employee notwithstanding any other law to the contrary and if negotiated with the majority representative of the employees in the appropriate collective bargaining unit;
   b.  Withhold a tenured or nontenured employee’s increment for predominantly disciplinary reasons, which shall be subject to the grievance procedures established pursuant to law and shall be subject to the grievance procedures of section 8 of N.J.S.A. 34:13A-29;
   c.  File tenure charges with the secretary of the board in writing and with a written statement of evidence under oath to support such charges;
   d.  Terminate employment for an employee:
      (1)  For tenured employees, the termination shall be in accordance with the outcome of the proceedings in D.3.c. above; or
      (2)  Impose such other disciplinary sanctions as may be authorized by law.

4.  Any action taken by the board pursuant to D.3. above shall be based on its consideration of the nature of the conduct, the circumstances under which it occurred, and the employee’s prior employment record.
5. Any employee having been found responsible for the falsification of the annual report by the board shall have the right to:

   a. File a grievance under their respective bargaining agreements;

   b. Appeal the board’s determination to the Commissioner of Education in accordance with N.J.A.C. 6A:3-1.3 through 1.17 and subsequently to the State Board of Education; or

   c. Appeal the decision to the Superior Court of New Jersey.

6. The availability of appeal options shall be based upon the action taken by the board.

A board of education shall submit and implement corrective action plans for high incidences of violence, vandalism, or alcohol or other drug abuse upon notification by the Commissioner of Education.

Adopted: 12/08
Readopted: 08/14
DRUGS, ALCOHOL, NICOTINE
(Substance Abuse)

In accordance with board policy, the following procedures are established for the instruction of students involved with drug, alcohol, nicotine and steroid abuse; the evaluation of students who possess drugs, alcohol, nicotine and steroids and for students who are suspected or found to be under the influence of drugs, alcohol, nicotine and/or steroids.

Instruction

A. Teachers shall be guided by the drug, alcohol, nicotine and steroid curriculum approved by the board of education as a part of the health education curriculum in accordance with state board rules and department of education guidelines;

B. Student Assistant Coordinators (SACs) will be requested to evaluate annually the effectiveness of the drug, alcohol, Reporting, Notification, and Examination Procedures for Students Suspected of Being under the Influence of Drugs, Alcohol or Steroids

Teaching staff members will be alert to the signs of a student's possible involvement with drugs, alcohol, or steroids including: impaired health or fatigue; excessive truancy or tardiness; declining grades; depressed appetite or loss of weight; bloodshot/watery eyes, temperament, appearance, or peer groups; and mental confusion.

Concerns over student use of chemicals outside of school with intervention and referral services.

A. In instances involving intoxication either in school or at a school-sponsored activity as identified in N.J.A.C. 6A:16-4.1(a), the following shall apply:

1. Any professional staff member to whom it appears that a student may be under the influence of alcohol or other drugs on school property or at a school function shall report the matter as soon as possible to the school nurse or the principal;
2. In the absence of the principal, his/her designee shall be notified immediately.
3. The principal or his/her designee shall immediately notify the parent/guardian and the superintendent and arrange for an immediate examination of the student. The student shall be accompanied by a member of the school staff, designated by the principal, to the emergency room of the nearest hospital for examination.
4. If, at the request of the parent or legal guardian, the medical examination is conducted by a physician of the parent or legal guardian's choice,
5. Provisions shall be made for the appropriate care of the student while awaiting the results of the medical examination.
6. A written report of the medical examination shall be furnished to the parent/guardian of the student, the principal and the superintendent by the examining physician within 24 hours.
7. If the written report of the medical examination providing medical clearance is not submitted to the parent/guardian and principal within 24 hours, the student shall not be allowed to return to school until the report is submitted.
8. If there is a positive diagnosis from the medical examination indicating that the student is under the influence of alcoholic beverages or other drugs, the student shall be returned to the care of a parent/guardian as soon as possible. Attendance at school shall not resume until a written report has been submitted to the parent/guardian of the student, and the principal from a physician who has
examined the student to diagnose alcohol or other drug use. The report shall certify that substance abuse no longer interferes with the student's physical and mental ability to perform in school. In addition, the staff member shall complete the violence, vandalism and substance abuse incident report.

9. A student will be disciplined in accordance with guidelines outlined in the discipline procedure manual when involved in drug-related incidents while in school or involved in a school-sponsored activity.

10. The student and parent/guardian will be advised by the Student Assistance Coordinator (SAC) of counseling and support services available in the community. Individual referrals will be made as deemed appropriate.

11. The board of education shall provide an assessment for students with drug and alcohol involvement, as well as instruction, counseling, and related services for that student. These counseling interventions will be provided by the Student Assistance Coordinator who is trained in drug and alcohol prevention, intervention, and referral services.

12. The Student Assistance Coordinator should monitor the student's stability, progress, and possible re-entry into the daily school routine.

B. In instances involving anabolic steroids:

1. Whenever any teaching staff member or other educational personnel of any public school shall have reason to believe that a student has used or may be using anabolic steroids, that teaching staff member or other educational personnel shall report the matter as soon as possible to the school nurse, Student Assistance Coordinator, or the principal or, in his or her absence, to his or her designee.

2. The principal or his or her designee shall immediately notify the parent or guardian and shall arrange for an examination of the student by a doctor selected by the parent or guardian or by the school physician. The student shall be examined as soon as possible for the purpose of diagnosing whether or not the student has been using anabolic steroids.

3. A written report of that examination shall be furnished by the examining physician to the parent or guardian of the student and to the principal.

4. If it is determined that the student has been using anabolic steroids, the student shall be interviewed by the Student Assistance Coordinator for the purpose of determining the extent of the student's involvement with these substances and possible need for treatment.

5. If it is determined that the student's involvement with and use of these substances represents a danger to the student's health and well-being, the Student Assistance Coordinator shall refer the student to an appropriate treatment program.

C. Implementation

1. Transportation to a physician's office will be provided by the district, if parents/guardians are unable or unwilling to take their child to the physician's office.

2. A staff member must escort the student being taken from school for an examination. If the Student Assistance Coordinator is not available, the principal or his or her designee shall escort the student to the physician's office for a medical examination.

3. No faculty member should transport a student in his/her own car.

4. A parent/guardian shall receive the student assistance packet when the student is suspected of being "under the influence of drugs and/or alcohol".

5. The physician will send the results of the medical examination to the Student Assistance Coordinator or the principal for the implementation of board policies.

Students Suspected of Possessing, Buying, Selling and/or Distributing Drugs, Alcohol, or Steroids

Whenever it shall appear that a student may be in possession, buying, selling or distributing a controlled dangerous substance, chemicals or chemical compound which releases vapor or fumes causing a condition of intoxication, inebriation, or stupor, taken for purposes other than the treatment of sickness or injury as prescribed or administered by a physician:
DRUGS, ALCOHOL, NICOTINE (continued)

A. School personnel shall report the matter as soon as possible to the school principal, or in his/her absence, to his/her designee.

B. The school principal, observing all due process procedures, shall then attempt to investigate the actual possession or sale and/or distribution of drugs or alcohol.

C. If so determined, the principal shall immediately notify the student's parent/guardian, the Coordinator of Security, and the superintendent.

D. The law enforcement authorities shall be notified in accordance with provisions established by N.J.A.C. 6A:16-6.1 et seq.

E. The principal and/or superintendent of schools will initiate a referral to the Student Assistance Coordinator. The Student Assistance Coordinator will make an assessment and will offer referrals to counseling agencies offering assistance for drug and alcohol related issues.

F. The violence, vandalism and substance abuse incident report is to be completed by the principal or his or her designee.

Recordkeeping Regarding Self-Disclosure vs. Discovery of Student Substance Abuse Concerns

A. In all cases involving drugs, alcohol, or steroids, voluntary student disclosures will be kept confidential between student and the Student Assistance Coordinator. Records will be confidential and kept separate and apart from the general student files.

B. Disciplinary referrals, or cases which involve discovery of student chemical use by students, teachers, administrators, and other staff persons, will be recorded in student disciplinary files. Only the content of student disclosures made thereafter to a Student Assistance Coordinator will be kept as a part of the confidential Student Assistance treatment program records. It must be noted that even under the strictest of confidentiality laws, a counselor is required to report a student whom they believe to:

1. Be suicidal
2. Be assaultive (murder, rape, armed robbery intent)
3. Be currently abused
4. Be under the influence of drugs
5. Be in need of emergency medical treatment

Penalties for Involvement with Drugs, Alcohol, Steroids and/or Nicotine as Per Previously Adopted Policy

All students should be aware that school authorities will take all reasonable steps to prevent the possession and use of drugs, alcohol, steroids, or nicotine products on school property and to apprehend those who possess, use, or distribute drugs, alcohol, steroids, or nicotine products.

These steps will include:

A. Locker and desk searches when there is reason to believe that inspection is warranted;

B. Required urine screening and/or blood test to determine presence of alcohol and other drugs, when observation of student behavioral indicators suggest the possibility of intoxication.

<table>
<thead>
<tr>
<th>Offense</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Possession of alcohol, drugs, steroids, or substances identified in N.J.A.C. 6A:16-4.1(a),</td>
<td>First offense</td>
</tr>
<tr>
<td>a. Parents/guardians notified</td>
<td>b. Four-Day out of school suspension</td>
</tr>
<tr>
<td>c. Police informed and appropriate action taken</td>
<td>d. Referral to SAC</td>
</tr>
</tbody>
</table>
2. Distribution, transferring, or selling controlled dangerous substance or possession of amount large enough to indicate possible intent to distribute, transfer or sell

   Second offense
   a. Five to Ten-Days out of school suspension
   b. Police informed and appropriate action taken
   c. Administrative hearing

3. Under the influence of alcohol, drugs, steroids or substance identified in N.J.A.C. 6A:16-4.1(a)

   First offense
   a. Parents/guardians notified
   b. Indefinite suspension expulsion hearing
      hearing before board of education
   c. Police informed and appropriate action taken
   d. If the student is a senior, they will be excluded from graduation exercises.

   Second offense
   a. All of the above plus
   b. Five to Ten-Days out of school suspension
   c. Administrative hearing

   Third offense
   a. All of the above plus
   b. Ten-Day out of school suspension
   c. Administrative hearing

4. Possession of drug paraphernalia, not containing any controlled dangerous substance otherwise and identified in N.J.A.C. 6A:16-4.1(a) (including vaping paraphernalia)

   First offense
   a. Parents/guardians notified
   b. Referral to SAC
   c. Four-day suspension

   Second offense
   a. Five to Ten-days out of school suspension & all of the above

   Third offense
   a. Minimum Ten-days out of school suspension
ALCOHOLIC BEVERAGES

The Township of Woodbridge has amended Section 4-27 of its Revised Ordinances, to forbid the possession, drinking, imbibing or consumption of any alcoholic beverages in or upon a public school ground or school building. The Board of Education agrees with and supports the township in these efforts and has consented to the enforcement of the prohibitions of Section 4-27 of the Revised Ordinances on property owned by the Board of Education.

Therefore, in compliance with the municipal ordinances, it is the regulation of this district that:

A. No person shall possess any alcoholic beverage in or upon a public park, playground, recreation area, public school ground or school building.

B. No person shall drink, imbibe, or consume any alcoholic beverage in or upon a public park, playground, recreation area, public school ground or school building.

Adopted: 08/14
AGREEMENT WITH LAW ENFORCEMENT AGENCIES
RELATED TO DRUG FREE SCHOOL ZONES

The Board of Education of Woodbridge Township recognizes its responsibility to ensure continuing cooperation between school, staff, and law enforcement authorities in all matters relating to the use, possession, and distribution of controlled dangerous substances and drug paraphernalia on school property. The Board further recognizes its responsibility to cooperate with law enforcement authorities in planning and conducting law enforcement activities and operations on school property. The Board has, therefore, established a formal Memorandum of Agreement with the appropriate law enforcement authorities and set forth the following policies and procedures after consultation with the county prosecutor and approval by the County Superintendent of Schools. The Memorandum of Agreement is consistent with the School Zone Enforcement Code (N.J.A.C. 6:3-6.1-6.6), State-wide Action Plan for Narcotics Enforcement, and the Attorney General's Executive Directive 1988-1.

The agreement between the Board of Education of the Township of Woodbridge and law enforcement officials regarding Drug Free Schools and all revisions follow this regulation.

Adopted: 09/99
Readopted: 08/14

(NOTE: Agreement may be viewed at the following website.)

http://www.state.nj.us/lps/dcj/pdfs/ed-law-memo.pdf
WEAPONS AND OTHER DANGEROUS INSTRUMENTS

It is the desire of the Board of Education to provide safe school facilities for all students. Disruptions caused by students cannot be tolerated or condoned. Administrators are to take whatever actions are required to ensure a safe school environment for all students.

The possession of weapons by students is expressly prohibited by law and policy. Any student who has in his/her possession, or his/her locker, handguns, rifles, shotguns, machine guns, automatic or semi-automatic rifles or any firearm whatsoever; gravity knives, switchblade knives, daggers, dirks, stilettos or other dangerous knives; billies, blackjacks, bludgeons, chains, martial arts weapons, metal knuckles, sand clubs, slingshots, cesti or similar bands or any other material studded with sharp objects; or any ring, bracelet, or other ornament or jewelry containing sharp points or which can be used to inflict bodily injury; stun guns or flare-guns; any weapon or device which emits tear gas, mace, or any other substance which can produce temporary physical discomfort or permanent injury; any chemical compound or mixture which is capable of producing an explosion or fire; any ammunition, bullets, cartridges, or shells; or any components which can be readily assembled into a weapon, as defined in Policy #5131.7, shall be appropriately disciplined.

Any student violating this regulation after procedural due process shall be suspended from school. The school administrator will notify the Superintendent and the Police Department. Depending on the situation, possessing a weapon in school will result in (but not limited to):
   a. Short term suspension;
   b. Long term suspension and;
   c. Loss of senior privileges, including prom and/or graduation.

Adopted: 08/92
Readopted: 08/14; 6/18
DRUG AWARENESS AND ABUSE

I. ALCOHOL AND DRUG AWARENESS

A. Definition of terms.

1. **Abuse** - The use of mood-altering or performance-enhancing substances for other than medicinal purposes as directed by a physician.

2. **Alcohol** - Any beverage containing a percentage of alcohol which is prohibited from sale and/or possession by individuals under 21 years of age.

3. **Alcohol or drug dependency** – A situation in which an individual’s use of substances indicates physical or psychological dependency or in which a person is incapable of managing himself/herself or his/her affairs or unable to function physically or mentally in an effective manner because of abuse of alcohol or drugs.

4. **Assessment** - Those procedures used by school staff to make a preliminary determination of a student’s need for educational programs, supportive services or referral for outside services which extend beyond the general school program by virtue of learning, behavioral or health difficulties of the student or the student’s family.

5. **Drugs** – include: (a) all controlled dangerous substances as so designated and prohibited in New Jersey statutes; all chemicals which release toxic vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction or dulling of the brain or nervous system including, but not limited to, glue containing a solvent having property of releasing toxic vapors or fumes, as defined in N.J.S.A. 2C:35-10.4; (b) all alcoholic beverages; (c) any prescription drug, except those for which permission for use in school has been granted pursuant to Board policy; and (d) anabolic steroids.

6. **Evaluation** - Evaluation means those procedures used by a certified or licensed professional to make a positive determination of a student’s need for programs and services which extend beyond the general school program by virtue of learning, behavior or health difficulties of the student or the student’s family.

7. **Immediate** - An interval of time not exceeding two hours which begins upon the student’s release from school.

8. **Intervention** - Intervention means those programs, services and actions taken to identify and offer help to a student at risk for learning, behavior or health difficulties.

9. **Prevention** - Efforts to educate students about the risks associated with alcohol/drug abuse.

10. **Referral for evaluation** - those programs and services offered to a student or his or her family in order to make a positive determination regarding a student’s need for services which extend beyond the general school program.

11. **Referral for treatment** - those programs and services offered to a student or to his or her family to help implement the recommendations of an evaluation or in response to the family’s request for assistance with a learning, behavior or health difficulty.

12. **School physician** - A physician with a current license to practice medicine or osteopathy from the New Jersey Board of Medical Examiners who works under contract or as an employee of the Board. This physician is referred to as the medical inspector N.J.S.A. 18A:40-1.
13. **Substance**— Any drug, alcoholic beverage, misused over-the-counter or prescription medication, anabolic steroid, or inhalant.

14. **Steroids** - Synthetic forms of the male hormone testosterone and other synthetic compounds whose chemical makeup are similar to that of testosterone.

15. **Tobacco** - Any substance or product which may be consumed by smoking, chewing, or inhaling which contains a form of tobacco leaves and nicotine.

The following regulations support the school district’s drug and alcohol policy and define the responsibilities of the district’s Student Assistance Counselor (“SAC”).

**B. Procedure for a family referral**

1. In the case of a family seeking help for an alcohol/drug dependent student or another family member, the SAC will provide guidance for the family and be active in the intervention process.

2. The school will provide students opportunities for gaining knowledge of themselves in order to make a self-determination as to whether they are abusing or dependent or otherwise affected by substances. This will be done through support groups, which will be available to students on a voluntary basis.

**C. Procedure for student self-referral.**

When a student seeks help for substance abuse, either personally, for a family member or friend:

1. The staff member should indicate concern for the student and offer immediate aid through the SAC.

2. The staff member should offer to do the following:
   a. refer the student to the SAC
   b. offer to contact the SAC on behalf of the student to set up an appointment.

   It is essential for the staff member to emphasize to the student the total confidentiality, within the limitations of the law, of all conversations, written materials, etc., relating to substance abuse programs.

   The SAC shall reiterate the privileged confidentiality of the Student Assistance Program, and the voluntary nature of the options suggested during counseling.

**D. Procedure for staff to follow for early student identification and intervention.**

The following elements are generally helpful in establishing a structure for identifying students with potential problems involving alcohol or substance abuse:

1. All professional staff should be made aware that when they encounter behavior that may indicate alcohol or drug involvement, they should secure a referral form to record the observed behavior and forward it to the SAC;

2. Consultation initiated by the SAC, seeking additional data involving reliable information or observed behavior, may be appropriate. All communication must be confidential; and

3. To the extent permitted by law, the student’s parent/guardian should be contacted if the information obtained indicates possible alcohol or substance abuse and that there is a need for an outside evaluation by a certified or licensed substance abuse counselor. Such an evaluation shall be at the expense of the parent/guardian. The SAC will provide the parent/guardian with a list of resources for this purpose. Following the evaluation, the treatment facility will send a brief communication to the SAC stating whether or not the student is in need of substance abuse counseling. If a student or his/her parent/guardian should refuse to cooperate with the assessment recommendations, a report may be filed with the Division of Child Protection and Permanency (DCP&P).

**E. Students suspected of having ingested or being under the influence of alcohol/drugs.**
All cases involving students suspected or known to be under the influence of, or having ingested any substances must be dealt with expeditiously, confidentially, and with due process in the best interests of the students and the entire student body.

1. In instances involving alcoholic beverages, substances other than anabolic steroids, or any other chemical or chemical compound as identified in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a), the following shall apply:
   a. Any educational staff member or other professional to whom it appears that a student may be currently under the influence of alcohol or other drugs on school property or at a school function shall report the matter as soon as possible to the principal and the certified or noncertified school nurse or the school physician, according to the requirements of N.J.S.A. 18A:40A-12.
      i. In the absence of the principal, his or her designee shall be notified.
      ii. In instances where the principal and the certified or noncertified school nurse or the school physician are not in attendance, the staff member responsible for the school function shall be immediately notified.
      iii. The referring staff member shall complete the Violence, Vandalism and Substance Abuse Incident Report, according to the requirements of N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3.
   b. In response to every report by an educational staff member or other professional of suspected student alcohol or other drug use, the principal or his or her designee shall:
      i. Immediately notify the parent and the Superintendent;
      ii. Arrange for an immediate medical examination (within two hours) of the student for the purposes of providing appropriate health care for the student and for determining whether the student is under the influence of alcohol or other drugs, other than anabolic steroids; and
      iii. The medical examination of the student shall require the student to provide a urine sample for a full spectrum analysis. The appropriate drug screening report and medical evaluation forms will be given to the parent/guardian at the time the student is referred for a medical examination.
   c. The medical examination shall be performed by a physician licensed to practice medicine or osteopathy that is selected by the parent. When the medical examination is conducted by a physician selected by the parent, the examination shall be at the expense of the parent and shall not be at the expense of the Board.
   d. If the physician chosen by the parent is not immediately available, the medical examination shall be conducted by the school physician.
      i. If the school physician is not available, the student shall be accompanied by a member of the school staff, designated by the principal, to the emergency room of the nearest hospital for examination.
      ii. The student’s parent, if available, shall also accompany the student.
      iii. When the medical examination is conducted by the school physician or a physician at the emergency room of the nearest hospital, such examination shall be at the expense of the Board.
   e. The Principal or designee shall provide for the appropriate supervision of the student:
      i. While waiting for a parent to take the student to the physician selected by the parent, or while the student is waiting for and receiving the medical examination by the school physician or an emergency room; and
      ii. Provisions shall be made for the appropriate care of the student while awaiting the results of the medical examination.
f. A written report of the medical examination shall be furnished to the parent or guardian of the student, the principal and the Superintendent by the examining physician within 24 hours of the referral of the student for suspected drug or alcohol use.
   i. The drug screening cutoff values for a negative result are included in the following data: Cocaine – 300 ng/ml, Amphetamine / Methamphetamine – 1000 ng/ml, Barbiturates – 300 ng/ml, Benzodiazepines – 300 ng/ml, Marijuana (THC) – 50 ng/ml, Opiates – 2000 ng/ml, Phencyclidine – 25 ng/ml, Nor/Propoxyphene – 300 ng/ml, PCP – 25 ng/ml.
   ii. All urine tested must be certified as typical or normal specimens. Any urine that is labeled atypical or identified as outside of accepted value parameters will not be accepted. The report should also include any subjective and objective physical findings and recommendations of the physician.

g. When the medical examination is performed by a physician other than the school physician or at the emergency room of the nearest hospital, the Board shall require the parent to verify, within 24 hours of the referral, that a medical examination was performed of the student for suspected drug or alcohol use. Such verification shall include, at a minimum, the signature, printed name, address and phone number of the examining physician indicating the report required above is pending, and the date by which the report will be provided.
   i. Refusal or failure by a parent to comply with this requirement shall be treated as a policy violation and handled in accordance with Paragraphs 4 and 5 below.

h. If the written report of the medical examination is not submitted to the parent, principal and Superintendent within 24 hours of the referral of the student for suspected drug or alcohol use, the student shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the physician.

i. If the written report of the medical examination verifies that alcohol or other drugs do not interfere with the student’s physical and mental ability to perform in school, the student shall be immediately returned to school.

j. If there is a positive determination from the medical examination, indicating that the student’s alcohol or other drug use interferes with his or her physical or mental ability to perform in school:
   i. The student shall be suspended for four (4) school days and returned to the care of the parent/guardian as soon as possible.
   ii. Attendance at school shall not resume until a written report has been submitted to the parent, the principal and Superintendent from a physician licensed to practice medicine or osteopathy who has examined the student to determine whether alcohol or other drug use interferes with his or her physical or mental ability to perform in school.
   iii. The report shall verify that the student’s alcohol or other drug use no longer interferes with his or her physical and mental ability to perform in school; and
   iv. Removal of a student with a disability shall be made in accordance with N.J.A.C. 6A:14-2.8.

k. While the student is at home because of the medical examination or after the student returns to school, a SAC or individuals who hold school nurse, school psychologist, school social worker, or student personnel services endorsements on the Educational Services Certificate and are trained to assess alcohol and other drug abuse shall:
   i. Conduct an alcohol and other drug assessment of the student and a reasonable investigation of the situation for the purpose of making a preliminary determination of the student’s need for educational programs, supportive services or treatment which extend beyond the general school program by virtue of the use of alcohol or other drugs by the student. The findings of the assessment alone shall not be used to prevent a student from attending school; and
ii. Cooperate with community agencies as defined in N.J.A.C. 6A:16-4.1(b) and juvenile justice officials in providing evaluation, referral and continuity of care for substance abuse treatment.

l. While the student is at home because of the medical examination or after his or her return to school, the principal or Superintendent may recommend or require alcohol and other drug assessment of the student or evaluation by appropriately certified or licensed professionals to make a positive determination of a student’s need for programs and services which extend beyond the general school program, as necessary. The findings of these additional evaluations alone shall not be used to prevent a student from attending school.

m. If at any time it is determined that the student’s use of substances presents a danger to the student’s health and well-being, the SAC or individuals who hold school nurse, school psychologist, school social worker, or student personnel services endorsements on the Educational Services Certificate and are trained in alcohol and other drug abuse treatment referral shall initiate a referral for substance abuse treatment.

n. The Board may provide additional intervention and referral services for the student according to the requirements of N.J.S.A. 18A:40A-10 and N.J.A.C. 6A:16-7.1 through 7.3.

2. In instances involving the suspected use of anabolic steroids, the following shall apply according to the requirements of N.J.S.A. 18A:40A-12(b):

a. Whenever any teaching staff member, certified or noncertified school nurse or other educational personnel shall have reason to believe that a student has used or may be using anabolic steroids, that person shall report the matter as soon as possible to the principal (or, in his or her absence, to his or her designee) and to the certified or noncertified school nurse or school physician or to the SAC.

b. The principal or designee shall immediately notify the parent and the Superintendent and shall arrange for an examination of the student by a physician licensed to practice medicine or osteopathy selected by the parent.
   i. If the physician chosen by the parent is not available to perform the examination, the examination shall be conducted by the school physician.
   ii. The student shall be examined as soon as possible for the purpose of determining whether the student has been using anabolic steroids.

c. The examining physician shall provide a written report of the examination to the parent and to the Superintendent.

d. If it is determined that the student has used anabolic steroids, the student shall be suspended for five (5) school days and returned to the care of a parent/guardian as soon as possible.

A SAC or individuals who hold school nurse school psychologist, school social worker, or student personnel services endorsements on the Educational Services Certificate and are trained to assess alcohol and other drug abuse shall interview the student and others, as necessary, for the purpose of determining the extent of the student’s involvement with and use of these substances and the possible need for referral for treatment.
   i. To make this determination, the school staff members identified above may conduct a reasonable investigation which may include interviews with the student’s teachers and parent.
   ii. The school staff members identified above may also consult with physicians and such experts in the field of substance abuse as may be appropriate.

e. If the results of a referral for evaluation have positively determined that the student’s involvement with and use of these substances represents a danger to the student’s health and well-being, the SAC or individuals who hold school nurse, school psychologist, school social worker, or student personnel services endorsements on the Educational Services Certificate and are trained to assess alcohol and other drug abuse shall initiate a referral for treatment to appropriate community agencies as defined in N.J.A.C. 6A:16-4.1(b), to out-of-state agencies
licensed by the appropriate State regulatory agency for alcohol and other drug services, or to private practitioners certified by the appropriate drug and alcohol licensing board.

3. Any educational or non-educational school staff member who in good faith reports a student to the principal or his or her designee in compliance with the provisions of this subsection shall not be liable in civil damages as a result of making such a report, as specified in N.J.S.A. 18A:40A-13 and 14.

4. Refusal or failure by a parent to comply with the provisions of N.J.S.A. 18A:40A-12 and this section shall be treated as a policy violation of the Compulsory Education Act, pursuant to N.J.S.A. 18A:38-25 and 31, and child neglect laws, pursuant to N.J.S.A. 9:6-1 et seq. If a student's parent/guardian refuses to cooperate with the comprehensive procedures outlined herein, a report may be filed with DCP&P.

5. Refusal or failure of a student to comply with the provisions of N.J.S.A. 18A:40A-12 and this procedure shall be treated by the Board as a policy violation. If the student refuses to undergo the physical examination noted above and to provide the required urine sample within the time period stated above, or if his/her parent/guardian refuses to permit the student to do so, (1) it shall be presumed that the student was under the influence of alcoholic beverage, drugs, or steroids on school property and (2) the student shall be immediately suspended from school.

F. The procedure upon return to school after the suspension for an alcohol/drug related incident is as follows:

1. The student will return to school accompanied by a parent/guardian to participate in a conference with the principal and the SAC to determine, among other matters, any subsequent services that will be provided by the school;

2. The SAC may recommend an outside evaluation by a certified or licensed substance abuse counselor at the expense of the parent/guardian. Substance abuse is a progressive disease and should be treated as such.
   a. If a formal diagnosis of chemical abuse/dependence is determined in the evaluation, the school district will insist that the student be enrolled in an appropriate alcohol/drug program. (A release form must be obtained from the parent/guardian or adult student to permit the SAC to maintain communication with the facility). Upon returning from an in-patient treatment facility, the student, parent/guardian, principal, and SAC will meet for a reentry conference. Documentation from the treatment facility stating that the student has been released and is able to return to school must be secured by the parent/guardian and given to the principal. At this time the SAC will recommend an appropriate out-patient facility if one has not already been identified.
   b. If a formal evaluation indicates that substance abuse counseling (in-patient or out-patient) is appropriate, the school district will insist that the student obtain such counseling.
   c. Any student who fails to (1) enroll in an appropriate alcohol/drug program, (2) obtain recommended counseling, (3) otherwise follow the recommendations from an in-patient or out-patient facility as described above, or (4) produce a negative drug screen after 60 days of out-patient counseling, may be referred to an alternative educational placement and/or to the Board of Education for a disciplinary hearing. Additionally, if a student or his/her parent/guardian should refuse to cooperate with assessment recommendations, a report may be filed with the Division of Child Protection and Permanency (DCP&P).
   d. If chemical dependency is not determined after an evaluation, but there is rather a determination of substance abuse, other possibilities such as support groups, and supplementary substance abuse counseling will be initiated by the SAC.

G. Law Enforcement: Procedure for students involved in incidents of consumption or possession.

1. The SAC shall be designated as the liaison to the Woodbridge Township Police Department and is responsible for reviewing procedures and responsibilities of staff in cooperation with law enforcement authorities conducting investigations on school property. (N.J.A.C. 6A:16-6.2).
2. Any staff member having reason to believe that a student or staff member has unlawfully possessed or in any way been involved in the distribution of a drug, including anabolic steroids, or drug paraphernalia, on or within 1,000 feet of the outermost boundary of the school property, pursuant to N.J.S.A. 2C:35-7, shall report the matter as soon as possible to the principal or, in the absence of the principal, to the staff member responsible at the time of the alleged violation.

   a. Either the principal or the responsible staff member shall notify the Superintendent, who in turn shall notify as soon as possible the appropriate county prosecutor or other law enforcement official designated by the county prosecutor to receive such information.

   b. The Superintendent or designee shall provide to the county prosecutor or designee all known information concerning the matter, including the identity of the student or staff member involved.

      All information concerning a student's or staff member's involvement in a school intervention or treatment program for substance abuse shall be kept strictly confidential, according to the requirements of 42 CFR Part 2 and N.J.S.A. 18A:40A-7.1 and 7.2. The principal or designee shall not disclose to law enforcement officials or to any person other than a member of the local district's comprehensive alcohol, tobacco and other drug abuse program that a student or staff member has received or is receiving services through the local district's comprehensive alcohol and other drug abuse program, nor shall the principal or designee disclose any information, including the student's or staff member's identity or information about illegal activity, where such information was learned in the course of or as a result of services provided through the local district's comprehensive alcohol and other drug abuse program.

3. The Superintendent may request that the Police Department conduct undercover operations in a school if he/she has reason to believe that drug, alcohol, or steroid use and/or trafficking is occurring in the school and that other means of investigation would be ineffective. The Superintendent and principal shall not divulge information concerning any undercover school operation to any person without the prior expressed approval of the county prosecutor or designee. (N.J.A.C. 6A:16-6.2).

4. The Superintendent or principal has the authority to contact the Police Department to request the presence of uniformed police in the event of an emergency or when he/she believes that uniformed police presence is necessary to deter illegal drug, alcohol, or steroid use or trafficking or to maintain order, crowd or traffic control at a school function. (N.J.A.C. 6A:16-6.2).

5. The Superintendent is authorized to work with the Police Department to resolve any disputes or objections to law enforcement operations or activities on school property. If the dispute or objection cannot be resolved with the chief of police, the Superintendent shall notify the board and work with the County Prosecutor and, where appropriate, the Division of Criminal Justice in an effort to resolve the matter. Any dispute/objection that cannot be resolved at the county level shall be reported to the board and referred to the Attorney General whose decision shall be binding. (N.J.A.C. 6A:16-6.2(b)4).

II. STUDENT DISCIPLINE FOR ALCOHOL AND DRUG ABUSE

A. If students are discovered in the act of possessing, using or distributing or attempting to transmit drugs during school hours, they will be considered a danger to others, and the principal will contact their parents immediately to request that they remove the student from school. The matter will be reported to the police and the student's parents shall be informed. The student will be suspended from school consistent with due process and until a thorough investigation of the incident has been conducted and appropriate action taken. Such action will be reported immediately to the Superintendent.

Any school employee who observes or has direct knowledge regarding the possession or distribution of substances, and any school employee who reports a student for being under the influence of alcohol or other drugs, according to the requirements of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3, shall file a report describing the incident to the school principal on a form adopted for such purposes by the district board of education.

The principal shall:
1. Review the incident report for accuracy in indicating the incident type, offender information, victim information, student demographics, and location of incident;

2. Forward a copy of the incident report to the Superintendent; and

3. Notify the Superintendent of the action taken regarding the incident.

The Board will not discharge or subject to any manner of discrimination any school employee who files a report pursuant to this section.

The Superintendent annually shall:

1. Submit a report to the Commissioner of Education of each incident of violence, vandalism and substance abuse in the school district utilizing the Electronic Violence and Vandalism Reporting System (EVVRS); and

2. Verify that the data entered onto the EVVRS are correct.

The Superintendent annually shall report a numerical summary of all acts of violence and vandalism and incidents of substance abuse to the Board at a public meeting.

B. Any drugs found by school authorities on school buses, on school property, or on vehicles rented by the school district for athletic or other school events, should be placed in an envelope and labeled as to time and date of discovery. Such information and material shall be conveyed to the police by the school principal immediately upon discovery, and a receipt for materials shall be requested.

C. All student discipline will follow Regulation 5131.6.

Adopted: 12/13
Readopted: 08/14, 02/20
WEAPONS AND DANGEROUS INSTRUMENTS

A. Definitions: "Weapon" includes:

1. Firearms, which include any handgun, rifle, shotgun, machine gun, automatic or semiautomatic rifle, or any gun, device, or instrument in the nature of a weapon form which may be fired or ejected any solid projectable ball, slug, pellet, missile, or bullet, or any gas, vapor or other noxious thing, by means of a cartridge or shell or by the action of an explosive or the igniting of flammable or explosive substances. It also includes any firearm that is in the nature of an air spring, elastic band, carbon dioxide, compressed or other gas or vapor, air or compressed air, or is ignited by compressed air, and ejecting a bullet or missile smaller than three-eighths of an inch in diameter, with sufficient force to injure a person.
2. Components that can be readily assembled into a weapon.
3. Gravity knives, which means any knife that has a blade that is released from the handle or sheath thereof by the force of gravity or the application of centrifugal force.
4. Switchblade knives, which means any knife or similar device that has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife.
5. Daggers, dirks, stilettos, and other dangerous knives.
6. Ballistic knives, which mean any device capable of lethal use that, can propel a knife blade.
7. Billy clubs, blackjack, bludgeons, metal knuckles, sand-clubs, slingshots, cesti or similar leather bands studded with metal filings or razor blades imbedded in wood.
8. Stun guns, which means any weapon or other device that emits an electrical charge or current intended to temporarily or permanently disable a person.
9. Any device that projects, releases, or emits tear gas or any other substance intended to produce temporary physical discomfort or permanent injury through being vaporized or otherwise dispensed in the air.
10. Imitation firearms, which means an object or device reasonably capable of being mistaken for a firearm.

B. Confiscation

1. A school employee who finds or confiscates any weapon shall immediately notify the school principal.
2. The principal shall notify the superintendent.
3. The principal shall immediately notify the chief of police of the Woodbridge Township Police Department by telephone that a weapon has been confiscated and shall request removal of the weapon by a police officer. The telephone call shall be confirmed in a written letter.
   a. The principal shall safeguard the weapon in a secure location under lock and key and under the principal's direct control until law enforcement officer takes custody of it. No one shall have access to the weapon until it is released to the law enforcement official.
   b. The principal shall record or cause to be recorded on the container or on a document attached to the container:

      1. A description of the weapon;
      2. The name and signature of the person who confiscated the weapon;
      3. The date, time, and place the weapon was confiscated;
      4. The circumstances under which the weapon was confiscated; and
      5. The name of the student or staff member believed to be in possession of the weapon when it was confiscated.
WEAPONS AND DANGEROUS INSTRUMENTS (regulation continued)

3. The law enforcement officer who takes custody of the weapon shall be required to sign and date the record to indicate his or her receipt of the substance or item.

4. The principal shall provide to the law enforcement officer who takes custody of the weapon:
   a. All information concerning the manner in which it was confiscated;
   b. The identity of all persons who had custody of the weapon following its confiscation; and
   c. The identity of any student or staff member believed to have been in possession of the weapon.

C. Evacuation

1. The principal shall direct the immediate evacuation of the school building or the appropriate portion thereof in the event that:
   a. The presence of an incendiary device or explosive is known or is reasonably reliably suspected;
   b. A person possessing a firearm or incendiary device or explosive refuses to surrender the weapon and the use of force necessary to confiscate the weapon would place another person at serious risk; or
   c. The principal in his or her judgment believes that the school community is at risk and the building should be evacuated.

2. Regular evacuation routes may be modified as required to protect students and staff members from danger.

3. Law enforcement officers shall be summoned immediately to any school building evacuated under this regulation.

D. Prevention

1. The vigilance of staff is required at all times;
2. No rumor is to be ignored;
3. Every effort shall be made to cooperate with police;
4. Staff member shall to refer suspicions to the administration;
5. Instructional programs and training may be provided when appropriate to foster a culture that promotes zero tolerance for weapons and dangerous instruments.

NJSBA Review/Update: 11/08
Adopted: 08/14
STUDENT CONDUCT AND DISCIPLINE

I. CODE OF STUDENT CONDUCT

A. Philosophy

1. Education cannot proceed without an atmosphere of order and discipline necessary for effective learning.

2. Education is largely dependent upon the maintenance of effective learning conditions within the classroom. Successful and continued maintenance of these classroom conditions is dependent upon sound judgment and compassion by the teacher, understanding and leadership by the administrators, and support of the Board of Education, the parents and the students.

3. Order and discipline are best thought of as being positive, not negative; of helping a student to adjust, rather than as punishment; of turning unacceptable conduct into acceptable conduct. Order and discipline are largely a matter of morale, of classroom atmosphere, and of positive interpersonal relationships.

4. An important facet of the school program is the development of students’ ability to deal with and/or handle their behavior in the various kinds of situations which present themselves during the school year.

5. A preventive disciplinary approach is used to prevent concerns from continuing or growing into major or serious problems. In order to successfully implement a preventive disciplinary approach, it is often necessary to rely upon both students’ cooperation and students’ self-discipline. This requires students seeking assistance and early intervention by school authorities prior to problems or concerns reaching serious proportions. It also requires students to continue to display better self-control as they progress through the K-12 school program.

6. As a working definition, order and discipline may be described as the absence of distractions, frictions and disturbances which interfere with the optimum functioning of the student, the class and the school. It is also the presence of a friendly yet businesslike rapport in which students and school personnel work cooperatively toward mutually-recognized and mutually-accepted goals.

7. Certain conditions are conducive to the development of a positive school environment. The following conditions are favorable to the successful achievement of a positive learning atmosphere:

   a. A responsible student who:

      1) respects constituted authority, which includes not only obedience to school rules and regulations, but also conforms to the laws of the community, State and nation;

      2) reflects respect and consideration for the personal and property rights of others and has an understanding of the need for cooperation with all members of the school community.

   b. A responsible school in which the certified staff:

      1) exhibits an attitude of respect for students that has a positive influence in helping students develop good citizenship traits;
2) maintains an atmosphere conducive to good behavior;
3) encourages the use of appropriate guidance procedures;
4) plans a flexible curriculum to meet the needs of all students;
5) promotes effective teaching/learning of discipline based upon a fair and impartial treatment of all students;
6) develops a satisfactory working relationship among staff and with students;
7) endeavors to involve the entire community in order to improve the quality of life therein.

A home condition which:
1) assumes the primary responsibility for the discipline of the child;
2) acknowledges the child’s responsibilities and obligations in the school as well as in the community;
3) recognizes that school personnel must necessarily concern themselves primarily with education;
4) encourages the cooperation of parents with school authorities, and the participation of parents in conferences regarding the behavior, health and/or academic progress of their children.

B. Guidelines of the Code of Student Conduct

1. Preface:
   a. The Board acknowledges that conduct is closely related to learning. An effective instructional program requires an orderly school environment. The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. Having rules of student conduct which are clearly understood is the first step to having orderly and effective schools.
   b. The Board shall require each student of this district to adhere to the rules and regulations promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:
      1) conform to reasonable standards of socially-acceptable behavior;
      2) respect the person and property of others;
      3) preserve the degree of order necessary to the educational program in which they are engaged;
      4) respect the rights of others; and
      5) obey constituted authority and respond to those who hold that authority.
   c. Students, parents, school administrators and the Board of Education all agree that positive student commitment and behavior are essential to effective learning. At the same time, student behavior is often a problem in our schools. It is important to help students realize that their own attitudes and acts are directly related to their school experience and that of their classmates. With the support and assistance of school personnel and parents, all students have the capacity to demonstrate actions which contribute to the effectiveness of schools and the worth of their learning experiences to develop into productive citizens. Commensurate with their maturational levels and individual abilities, all students can behave in ways that enhance the social relationships of the school and facilitate learning. Therefore, this school district expects all students to fulfill the behavioral expectations of the school community. Students should:
      1) be mentally and physically prepared for the process of learning.
      2) be nourished, rested, clean, properly dressed and groomed.
3) be free of drugs and alcohol.
4) come to school prepared to learn and achieve academically.
5) demonstrate respect for people and property.
6) be honest, courteous and polite.
7) accept the rights of others to their own opinions.
8) settle differences peacefully.
9) display good sportsmanship at school-related functions.
10) participate in the maintenance and cleanliness of school facilities and property.
11) take responsibility for their own behavior and learning.
12) recognize that school is work and academic development is the primary purpose of school.
13) complete all homework, class work and exams.
14) make personal choices based on reasonable decision-making processes.
15) accept constructive criticism and disagreement when necessary and appropriate.
16) accept the consequences of their actions.
17) use time and other resources responsibly.
18) attend school regularly and punctually.
19) use study periods and library time for school work.
20) use books and other equipment appropriately.
21) share responsibilities when working as members of a group.
22) cooperate, contribute and share in the work of the group.
23) accept and assume leadership when appropriate.
24) listen to the points of view of others.
25) meet the unique requirements of each class.
26) participate actively in class work.
27) follow class rules and procedures.
28) bring to class textbooks, clothing and other materials necessary for participation.
29) observe rules for safe handling of class equipment and materials.
30) monitor their own progress toward objectives.
31) plan courses of study and schedules.
32) seek assistance from school staff members and peers.
33) value the relationship of learning to every day life.
34) communicate with parents and school personnel about school-related matters.
35) take time to discuss academic learning and school progress with parents and school personnel.
36) transmit information to parents and return responses to appropriate school personnel when requested.
37) know the appropriate people to involve when a problem occurs.
38) outline with parents and teachers a clear and concise educational goal for the school year.
C. Concerns
The primary goals of the Code of Student Conduct are to:

1. foster the health, safety and social and emotional well-being of the student;
2. support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
3. promote achievement of high academic standards;
4. prevent the occurrence of problem behaviors;
5. establish parameters for the intervention and remediation of student problem behaviors at all stages of identification;
6. establish parameters for the school responses to violations of the Code of Student Conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of the student offenders and students' histories of inappropriate behaviors;
7. insure that students who wish to learn can do so in an environment conducive to learning;
8. insure that appropriate disciplinary and prescriptive technique be employed on behalf of those who would destroy or deny such an environment;
9. insure fair and equitable handling of disciplinary problems;
10. standardize procedures to guarantee equally the rights of every student in the Woodbridge Township school system. Consistent with New Jersey law, the Woodbridge Township School District prohibits unlawful discrimination (New Jersey Constitution, Article I, Paragraph 5; N.J.S.A. 18A:36-20).

D. Application of the Code of Student Conduct
The Code of Student Conduct and its provisions shall be applicable both during regularly scheduled school hours as well as at such other times and places, including but not necessarily limited to school sponsored events, field trips, athletic functions and the like, where appropriate public school administrators have jurisdiction over students. Students are responsible to the school for any behavior on the way to or from school. Additionally, students may be disciplined for conduct occurring off school property if such conduct gives rise to a reasonable concern for the safety of the school community.

E. Guidelines
1. A key guideline in the application of the Code of Student Conduct is embodied in the principle that the appropriate reaction to a discipline problem is the least extreme reaction that reasonably holds promise of resolving the problem. Teachers and administrators are encouraged to develop and utilize a variety of informal disciplinary/guidance strategies to maintain effective learning conditions. Such strategies include, but are not limited to:
   a. teacher/student conferences;
   b. teacher/parent conferences and/or informal contacts;
   c. counselor/teacher consultations;
   d. counselor/student conferences;
   e. counselor/parent conferences;
   f. administrator/student/parent conferences;
g. individualized program and schedule adjustments;

h. referral to the Intervention and Referral Service Committee in accordance with N.J.A.C. 6A:16-8 et seq.;

i. early identification of serious student problems to a Child Study Team for assessment and supportive intervention.

2. In those instances wherein the more formal procedures such as suspension or expulsion are applied, the school shall be expected to reasonably account for such earlier attempts to resolve the problems where appropriate. It should be clearly understood that suspensions, both short and long-term, and expulsions are penalties of the last resort which may be imposed in most cases only after other possible alternate forms of discipline have been attempted and have proven unsuccessful in resolving a given problem, or similar recent problems associated with the student in question. Suspension and/or expulsion will also be imposed when alternate forms of discipline have been considered and are reasonably assumed inappropriate for resolving the problem in question.

3. It must also be recognized that certain student actions may, by their nature, warrant immediate resort to formal procedures, including suspension or expulsion as outlined in appropriate sections below.

F. Differences by Grades and Student Age

The philosophy, procedures and other elements of the Code of Student Conduct are broadly relevant guidelines for all schools. However, there is a recognized distinction between students of differing ages and maturity, and it is reasonable to expect that resort to the more formal steps of denying educational participation will be tempered by references to such distinctions.

1. Elementary Schools

a. Sound, fair, and equitable judgment would suggest that latitude for dealing with student disciplinary problems in an informal manner is permitted at the elementary school level. Suspension from school, for example, would be a means of last resort in dealing with most students at the primary and intermediate levels.

b. The examples of types of student behaviors that may warrant more formal disciplinary measures are guides for the elementary school when considering disciplinary action. However, the procedures whereby such actions are undertaken uniformly apply to all schools.

2. Secondary Schools

As students progress through the Middle and High Schools, it is reasonable to assume that increasing maturity carries with it greater responsibility for actions, and that student behavior is likely to be willful and intentional. While these circumstances do not reduce the need for the school to deal with problems through lesser disciplinary/guidance efforts, it is expected that resort to more formal disciplinary action will be a more frequent occurrence as circumstances warrant.

G. Discipline for Disabled Students

1. The Individuals with Disabilities Education Improvement Act and Section 504 of the Rehabilitation Act of 1973 are Federal statutes which guarantee the rights of disabled children to receive an appropriate education in the least restrictive environment, and protects these children from being punished for behavior that is a manifestation of their handicapping condition. When an educationally disabled student engages in conduct warranting discipline, the principal shall immediately forward written notification of the offending conduct to the Case Manager for review and involvement of the Child Study Team as appropriate.

2. Students who are frequently removed from class for behavioral reasons and are performing at poor and/or failing academic levels should be brought to the attention of the Department of Special Services by way of the building administrator’s initiation of the identification procedure. If the
student’s behavioral and academic performance continues at an unacceptable level, formal referral shall be made to the appropriate Child Study Team.

H. Removal from Class

1. A teacher may refer a student to the proper administrator for removal from class for conduct that constitutes disobedience or that disrupts the educational process.

2. The teacher will report to the principal or his/her designee the circumstances leading to the student's removal from class. This should be done by the end of the class period, or as soon as possible after the referral. The student shall be informed of the reasons for his/her referral to the administrator, when the administrator is sufficiently briefed by the teacher.

3. At the secondary level, students temporarily removed from class pursuant to these procedures should not be returned to that class period the same day.

4. At the elementary level, the building principal will determine when a child may be returned to a self-contained class.

5. When an elementary principal is not present, previously established procedures for dealing with students temporarily removed from class during the principal's absence from the building, will be implemented. Such procedures are delineated in the Elementary Teacher's Handbook.

6. If, in the judgment of the principal or his/her designee, further conferences involving the parent and/or legal guardian of the student are necessary before the student may be returned to that teacher’s class, then the student may remain temporarily removed from that class, provided:
   a. the parent is promptly informed of the need for such a conference and of the continuing temporary removal of the student from the class in question;
   b. such conference(s) takes place within the next three school days; the student may continue to attend the school and participate in all other classes and activities and is provided reasonable supervision and alternate assignments for the period of time he/she may be excluded from the class in question.

7. The student's temporary removal from class shall terminate, and he/she shall resume full educational participation, following the parent conference, or following three school days, should such a conference not take place.

8. Nothing in the guideline pertaining to the above extension of a temporary removal from class for a period of up to three school days shall be construed as a mandate to the schools to provide for same.

I. Student Conduct Leading to Denial of Educational Participation

1. In order to maintain effective learning conditions, it may be necessary to deny certain students educational participation for varying periods of time. Denial of participation may be made, within the limitations of New Jersey State laws, for reasons of gross misconduct and/or other administrative or legal causes. “Gross misconduct,” refers to willful or malicious acts that have the effect of materially and substantially disrupting the educational environment in a class, activity, or the school generally.

2. Concurrent with denial of educational participation, every effort shall be exerted to determine and resolve the causes for such behavior, which efforts might lead to the student's reinstatement. These efforts may include psychological evaluation, social work and/or counseling services when available and/or appropriate.
3. The Board of Education approves the administrative procedures and policies stated below and such others that may be duly developed.

J. Participation in Extracurricular Activities
The Board may deny participation in extracurricular activities, school functions, sports or graduation exercises as disciplinary sanctions, where such measures are designed to maintain the order and integrity of the school environment.

II. STUDENT DISCIPLINE, SUSPENSION AND EXPULSION
A. Definitions of Terms and Phrases
1. Behavioral Probation: A closely monitored set of individual conditions for a specific amount of time expected to modify student behavior.

2. Corporal Punishment: The use of physical force as a punitive measure.

3. Detention: Reporting to school before or after regular school hours as a result of violation of school rule(s) or regulation(s).

4. Disruption of Educational Process: Actions which disrupt the educational process of the other students in a classroom, activity, or other organized functions of the school.

5. Distribution of a Controlled Dangerous Substance: Implies the transfer of such substance to any other person, with or without the exchange of money or other valuables.

6. Expulsion: Permanent denial of school attendance, due to serious violation(s) of school rules and/or regulations.

7. Gross Misconduct: Actions that materially and/or substantially disrupt the educational environment by threatening or causing danger to the health and safety of others or action(s) which is/are in violation of law(s) or ordinance(s).

8. Alternate Class Setting (ACS): Denial of attendance of classes for a period of time as a result of a violation(s) of school rules and/or regulations.

9. Insolence to Staff Members: To willfully intimidate, disrespect, insult, or in other manner abuse verbally, in writing or in action any member of the school staff.

10. Out of School Suspension (OSS): Denial of school attendance for a period of time as a result of a violation(s) of school rules and/or regulations.

11. Physical Misconduct: Physical misconduct is the act of hostile or inappropriate body contact, or body contact which can endanger the safety of others. This shall include all times when students are: (a) in or on school property (including Board of Education owned vehicles and school buses); (b) while in attendance at any Board of Education sponsored and supervised activity; or (c) while en route to or from school where conduct is likely to result in physical harm or substantial disruption of the educational environment.

12. Possession of a Controlled Dangerous Substance: Possession of such a substance implies that a student has same on his/her person or with his/her personal property, or has under his/her control such substance by placement of and knowledge of its whereabouts within the jurisdiction of school authorities. See Policy 5131.6 and Regulation 5131.6.
13. Use of Controlled Dangerous Substances: Implies that student is reasonably known to have assimilated same (e.g., alcoholic beverage consumption, smoking marijuana, taking a pill, etc.) or is reasonably found to be under the influence of same while under the jurisdiction of school authorities. See Policy 5131.6 and Regulation 5131.6.

14. Possession of Fireworks and/or Explosives: The act of unauthorized possession, use, or threatened use of any firework, explosives, or other such instruments/materials capable of causing bodily harm.

15. Vandalism and/or Destruction of Property: The act or attempted act of willful destruction or defacement of school or private property either on the school grounds, or during a school activity, function, or event off school grounds.

16. Severability: If any provision of this regulation or application thereof to any person or circumstances is held invalid by a Court of competent jurisdiction, the remainder of this regulation and the application of such provisions to persons or circumstances other than those to which it is held invalid shall not be affected thereby.

B. Detention

Detentions will meet before or after regular school hours and shall serve as a form of discipline for students involved in minor disciplinary infractions, for first truancy, or for tardiness as set down in the Administrative Attendance Regulations for Secondary Schools (see below). The student's parent/guardian shall be notified that the student has been assigned detention. Detentions may be organized in such a fashion as to serve the needs of each individual school but shall be obligated to follow these guidelines:

1. Whenever detention is utilized, adequate staff supervision shall be afforded to insure a serious learning environment.

2. Detention may not be assigned a student in excess of five (5) school days for a given violation of the Code of Student Conduct.

3. The Board of Education shall not be required to furnish transportation to any student assigned detention.

C. Alternate Class Setting (also referred to as ACS)

1. The establishment of an alternate class setting program will provide an additional alternative when dealing with certain disciplinary problems in the school. For certain infractions it may be necessary to remove a student from his/her regular classes; however, it may not be necessary to remove the student from the school (i.e., first instance of smoking or possession of lighted material, leaving the building without permission). In these instances a student may be assigned to the ACS. The ACS will be conducted in a room where students may receive written assignments from their classes and will work under the supervision of a teacher or administrator.

2. Students assigned to the ACS will not be permitted to socialize at school. They will be permitted to purchase lunch in the school cafeteria but will be required to eat in the ACS room.

3. Any student who is disruptive during assignment to the ACS will be placed on out-of-school suspension. When there is no ACS program in a building, out-of-school suspension may be used.

D. Out of School Suspension (also referred to as OSS)

1. The principal may impose a suspension of up to five days’ duration without the approval of the Superintendent of Schools, but shall notify the student’s parents or guardians of the suspension by telephone and by regular mail.
2. The principal may suspend a student for six to ten school days upon the prior approval of the Superintendent and following consultation with the student’s Case Manager if the student is classified as eligible to receive special education and related services.

E. Behavioral Probation

1. Behavioral probation is a closely monitored set of individual conditions for a specific time period expected to modify student behavior.

2. Any student who has committed infractions of school rules, may be placed on behavioral probation by the school principal or his/her designee as an alternative form of discipline. School personnel should follow regular procedures (i.e., investigation, notice to student and parent, and opportunity for a parent conference) in these cases. Behavioral probation should be for a definite time period during which critical examination and evaluation of the student's progress should take place.

3. If the student commits additional infraction(s) of school rules during the probationary period, he/she may be suspended or face other disciplinary action.

4. The parent will be notified by the principal or his/her designee that the student is being placed on behavioral probation. Such notification shall include the length of the behavioral probation period, the terms of the probation, and the possibility of suspension if the student further violates school rules during the probationary period.

5. During the probationary period, the student may be denied the privilege of participation in or attendance at all extracurricular activities. At the close of the probationary period, the student's performance in school shall be reviewed and the student may regain all privileges.

6. The student will be removed from probation if, at the completion of the probationary period, satisfactory adjustment has been made in the judgment of the school administrator.

F. Administrative Procedures Regarding Denial of Educational Participation

Once a principal or his/her designee has determined that a suspension is in order, he/she shall proceed as follows:

1. The principal or his/her designee shall inform the student of the suspension and of the reason(s) for it.

2. The principal or his/her designee shall notify the parent or guardian by telephone or in person and by mail of the student’s suspension and for the reason(s) for it at the time of suspension.

3. The principal shall prepare a letter notifying parents of the child's suspension. One copy will be mailed to the parent or guardian, one copy will be filed in the student’s attendance folder, one copy will be forwarded to the student's Case Manager if the student is classified. The mailing of this letter shall not relieve school personnel from making a reasonable effort to establish direct contact with the parent, advising the parent that the suspension is going into effect. This notification advises the parent to contact the school for a conference immediately.

4. The student and the parent or guardian must be provided promptly with an opportunity for a conference with the principal and appropriate personnel following the initiation of the suspension.

5. Any student who believes that he/she has been discriminated against because of sex, race, religion, national origin, ancestry, nationality, color, marital status, gender identity or expression, affectional or sexual orientation, age, disability, or any other unlawful category of discrimination shall bring the problem to the attention of the building principal.
6. During the period of a short-term suspension, the student is responsible for completing classroom assignments, but shall not be refused the opportunity to take or make up a test nor be given a failing mark of any kind specifically as a result of non-attendance at a meeting of his/her class.

7. The days absent as a result of a suspension shall be noted in the student's permanent attendance record.

8. Procedures for student discipline shall be construed in a manner consistent with the Individuals with Disabilities Education Improvement Act and Section 504 of the Rehabilitation Act of 1973 regarding the discipline of disabled students.

G. Short Term Suspension

In each instance of a short-term suspension (10 consecutive school days or fewer), the Board will provide:

1. Oral or written notice of charges to the student as soon as practicable. When charges are denied, an explanation of the evidence forming the basis of the charges also shall be provided;

2. The student with an informal hearing prior to the suspension in which the student is given the opportunity to present the student's version of events regarding the student's actions leading to the short-term suspension and provided notice of the school district's actions;
   a. The informal hearing shall be conducted by a school administrator or his or her designee;
   b. To the extent that a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the student may be immediately removed from the student's educational program and the informal hearing shall be held as soon as practical after the suspension;
   c. The informal hearing should take place even when a school staff member has witnessed the conduct forming the basis of the charge; and
   d. The informal hearing and the notice given may take place at the same time;

3. Oral or written notification to the student's parents of the student's removal from the student's educational program prior to the end of the school day on which the school administrator makes the decision to suspend the student, which shall include an explanation of:
   a. The specific charges;
   b. The facts on which the charges are based;
   c. The provision(s) of the Code of Student Conduct the student is accused of violating;
   d. The student's due process rights, and
   e. The terms and conditions of the suspension.

4. Appropriate supervision of the student while waiting for the student's parent to remove the student from school during the school day; and

5. Academic instruction either in school or out of school that addresses the Core Curriculum Content Standards, pursuant to N.J.A.C. 6A:8-3.1 (Standards and Assessments), which may include a public education program provided in an alternative education program or by home or out-of-school instruction:
   a. Services shall be provided within five school days of the suspension.
   b. Educational services provided to a student with a disability shall be provided consistent with the student's Individualized Education Program in accordance with N.J.A.C. 6A:14 et seq.
c. At the completion of a short-term suspension, the Board shall return the general education student to the general education program.

The suspending principal shall immediately report the suspension to the Superintendent, who is required to report it to the Board at its next regular meeting, in accordance with N.J.S.A. 18A:37-4.

A Board may deny participation in extracurricular activities, school functions, sports or graduation exercises as disciplinary sanctions, where such measures are designed to maintain the order and integrity of the school environment.

For a student with a disability, these provisions must be provided in addition to all procedural protections set forth in N.J.A.C. 6A:14-1 et seq.

H. Long Term Suspension

If, in the Principal’s opinion, the alleged infraction warrants a penalty for a long term suspension from school (more than ten school days), the principal shall refer the case to the Superintendent immediately. If the Superintendent agrees to a suspension for greater than ten school days, the principal shall take the following steps:

1. Immediately notify the student of the charges, prior to the student’s removal from school;

2. Conduct an informal hearing prior to the suspension in which the student is given the opportunity to present the student’s version of events regarding the student’s actions leading to the long-term suspension and the school district’s actions;

3. Provide immediate notification to the student’s parents of the student’s removal from school;

4. Provide appropriate supervision of the student while waiting for the student's parents to remove the student from school during the school day;

5. Provide written notification to the parents by the Superintendent or his or her designee within two school days of the initiation of the suspension, stating:
   a. The specific charges;
   b. The facts on which the charges are based;
   c. The student’s due process rights,
   d. That further engagement by the student in conduct warranting expulsion, shall amount to a knowing and voluntary waiver of the student’s right to a free public education, in the event that a decision to expel the student is made by the Board;
   e. The Board shall request written acknowledgement of the notification from the parents and the student subsequent to the removal from the student’s educational program.

6. Provide a list of witnesses and their statements or affidavits, if any, to the parents no later than five days prior to the formal hearing;

7. For a student with a disability, conduct a manifestation determination, pursuant to N.J.A.C. 6A:14-2.8 and the Federal regulations incorporated by reference therein;

8. Provide the parents with information on the right of the student to secure an attorney and legal resources available in the community;

9. Provide educational services, either in school or out of school, that are comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25, which may include a public education program provided in accordance with the provisions of N.J.A.C. 6A:16-9 or 10.
   a. The services shall be provided within five school days of the suspension.
b. The Board shall make decisions regarding the appropriate educational program and support services for the suspended general education student, at a minimum, based on the following criteria:

1) A behavioral assessment or evaluation including, but not limited to, a referral to the child study team, as appropriate;
2) The results of any relevant testing, assessments or valuations of the student;
3) The student's academic, health and behavioral records;
4) The recommendation of the Superintendent, principal or other relevant school or community resource;
5) Considerations of parental input; or
6) Consultation with the Intervention and Referral Services team, in accordance with N.J.A.C. 6A:16-8, as appropriate.

c. Educational services provided to a student with a disability shall be provided consistent with the student’s Individualized Education Program, in accordance with N.J.A.C. 6A:14-1 et seq.;

d. Notice of Hearing – A notice, with the information described above, shall be sent by certified mail, addressee only, return receipt requested, and by regular mail to the student's parents.

10. Conduct a formal hearing before the Board, which, at a minimum, shall:
   a. Be conducted by the Board or delegated by the Board to a Board committee, a school administrator or an impartial hearing officer for the purpose of determining facts or making recommendations. The Board as a whole shall receive and consider either a transcript or detailed report on such hearing before taking final action;
   b. Include the opportunity for the student to:
      1) Confront and cross-examine witnesses, when there is a question of fact; and
      2) Present his or her own defense and produce oral testimony or written supporting affidavits.
   c. Take place no later than 30 calendar days following the day the student is suspended from the general education program;
   d. Not be subject to the provisions of the "Open Public Meetings Act," pursuant to N.J.S.A. 10:4-6; and
   e. Result in a decision by the Board, which at a minimum, shall be based on the preponderance of competent and credible evidence;

11. A written statement to the student's parents of the Board's decision within five school days after the close of the hearing that includes, at a minimum:
   a. The charges considered;
   b. A summary of the documentary or testimonial evidence from both the student and the administration that was brought before the Board at the hearing;
   c. Factual findings relative to each charge and Board’s determination of each charge;
   d. Identification of the educational services to be provided to the student;
   e. The terms and conditions of the suspension; and
   f. The right to appeal the board’s decision regarding the student’s general education program to the Commissioner of Education;
   g. Immediate return to the general education program if at any time it is found that the general education student did not commit the offense;
12. For a student with a disability found not to have committed the offense, the student's program shall be determined in accordance with the provisions of N.J.A.C. 6A:14-1 et seq; and

13. At the completion of a long-term suspension, the Board shall return the general education student to the general education program.

14. Any appeal of the Board’s decision regarding the general education student's program shall be made to the Commissioner of Education, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.

15. Suspension of general education students shall not be continued beyond the Board's second regular meeting following the suspension, unless the Board so determines, pursuant to N.J.S.A. 18A:37-5. The Board must determine whether to continue the suspension based on the following criteria:
   a. The nature and severity of the offense;
   b. The Board's removal decision;
   c. The results of any relevant testing, assessments or evaluations of the student; and
   d. The recommendation of the Superintendent, principal or director of the alternative education program or home or other in-school or out-of-school instruction program in which the student has been placed.

16. When the Board votes to continue the suspension of a general education student, the Board, in consultation with the Superintendent, must review the case at each subsequent Board meeting for the purpose of determining:
   a. The status of the student's suspension;
   b. The appropriateness of the current educational program for the suspended student; and
   c. Whether the suspended student's current placement should continue or whether the student should return to the general education program.

17. When the Board votes to continue the suspension of a general education student, the Board, in consultation with the Superintendent, shall make the final determination on:
   a. When the student is prepared to return to the general education program;
   b. Whether the student shall remain in an alternative education program or receive home or other in-school or out-of-school instruction; or

18. The Board must provide a general education student suspended with an appropriate educational program or appropriate educational services until the student graduates from high school or reaches the age of 20, whichever comes first.
   a. The educational program shall be consistent with the provisions of N.J.A.C. 6A:16-9.2 and 10.2 and N.J.A.C. 6A:14-2 and 4.3, whichever is applicable; or
   b. The educational services provided, either in school or out of school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to the provisions of N.J.S.A. 18A:38-25.

19. For a student with a disability who receives a long-term suspension, the Board shall proceed in accordance with N.J.A.C. 6A:14 in determining or changing the student's educational placement to an interim or alternate educational setting.
a. All procedural protections set forth in N.J.A.C. 6A:14 and this section shall be afforded to each student with a disability who is subjected to a long-term suspension.

b. All decisions concerning the student's educational program or placement shall be made by the student's Individualized Education Program team.

I. Expulsions

1. A Board may expel, that is discontinue the educational services or discontinue payment of educational services for, a general education student from school, pursuant to N.J.S.A. 18A:37-2, only after the Board has provided the following:
   a. The procedural due process rights set forth above subsequent to a long-term suspension, pursuant to N.J.A.C. 6A:16-7.3; and
   b. An appropriate educational program or appropriate educational services either in school or out of school comparable to those provided in the public schools for students of similar grades and attainments, pursuant to the provisions of N.J.S.A. 18A:38-25.

2. Any appeal of the Board's decision regarding the cessation of the student's general education program shall be made to the Commissioner of Education.

3. A Board shall continue to provide an appropriate educational program or appropriate educational services until a final determination has been made on the appeal of the Board's action to expel a student.

4. An expulsion of a student with a disability from a receiving school shall be handled in accordance with N.J.A.C. 6A:14-1 et seq.

J. Conduct away from school grounds

1. School authorities have the right to impose a consequence on a student for conduct away from school grounds, including on a school bus or at a school-sponsored function, that is consistent with the Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1.
   a. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security and well-being or for reasons relating to the safety, security and well-being of other students, staff or school grounds.
   b. This authority shall be exercised only when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.

2. Student Records – Disciplinary records may be maintained during the student's remaining school career only if the information is educationally relevant. All records maintained by the Board shall conform with the requirements set forth in the Family Educational Rights and Privacy Act; the Protection of Pupil Rights Amendment; the Health Insurance Portability and Accountability Act; the Elementary and Secondary Education Act and all other applicable Federal and State statutes, rules, and regulations.

3. Waiver – It is the student's prerogative to waive his/her right to a formal hearing. This waiver is to be in writing and signed by both the student and parents or guardian. The signatures should be witnessed. Additionally, the student can constructively waive the hearing by simply not availing him/herself of the opportunity for it, but such waiver cannot be construed before the passage of a reasonable period of time since it operates to close off the student's rights.

4. Attendance - Students have a right to attend school irrespective of student's marriage, pregnancy, or parenthood. For further reference regarding the Board's Policies and Procedures on
Attendance, please refer to Board Policy No. 5113 and Board Regulation No. 5113a, 5113b and 5113c.

K. Guidelines for Length of Suspensions and Expulsions

1. A key principle in determining an appropriate length of suspension is that such a determination requires consideration of what will serve the best interests of all the students in general, as well as what will serve the best interests of the student in question. With respect to the former, thought must be given to all students' safety, well-being, and their rights to learn in an atmosphere free of disruption. With respect to the latter, thought must be given to the previous school record of the student who has engaged in misconduct, the nature of the violation, and the likely impact of the suspension as a consequence to his/her future conduct. Additionally, the principal or his/her designee should assess the appropriateness of additional measures to help resolve the underlying cause of the student's difficulties.

2. A police report may be filed as a result of any incident that involves a crime, such as acts of violence or serious threats of physical harm to staff members or their property without a weapon. Such acts or threats cannot be tolerated; therefore, disciplinary action shall be taken against students guilty of such acts in accordance with the following:
   
<table>
<thead>
<tr>
<th>Incident</th>
<th>Action</th>
</tr>
</thead>
</table>

3. In any case involving an assault on a staff member by a student, a police complaint shall be signed against the student by the assaulted staff member, another appropriate staff member, or an administrator. (See also Policy 5131.7 and Regulation 5131.7, Weapons and Other Dangerous Instruments)
   
   a. Physical misconduct:
      
   1) Middle School
      
      | Incident | Action |
      |----------|--------|
      | 1st incident | 1-2 days ACS. |
      | Additional | 2-3 days ACS. |

   2) High School
      
      | Incident | Action |
      |----------|--------|
      | 1st incident | 1-2 days OSS. |
      | Additional | 2-3 days OSS. |

   b. Fighting:
      
   1) Middle School
      
      | Incident | Action |
      |----------|--------|
      | 1st incident | 1-3 days OSS. |
      | 2nd incident | 3-5 days OSS. |
      | 3rd incident | 5 days OSS |

   2) High School
      
      | Incident | Action |
      |----------|--------|
      | 1st incident | 3-5 days OSS. |
      | 2nd incident | 6-10 days OSS. |
      | 3rd incident | Immediate suspension pending disciplinary hearing before the Board. |

4. In any case involving minor vandalism and/or destruction of property, including but not limited to, writing on desks and spitting, disciplinary action shall be taken against students guilty of such acts in accordance with the following:
   
   1) Middle School
      
<pre><code>  | Incident | Action |
  |----------|--------|
  | 1st incident | 2-3 days ACS; Restitution of Property; In-person parent conference required. |
</code></pre>
<table>
<thead>
<tr>
<th>Incident</th>
<th>Middle School</th>
<th>High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd incident</td>
<td></td>
<td>1-2 days OSS; Restitution of Property; In-person parent conference required.</td>
</tr>
<tr>
<td>3rd incident</td>
<td></td>
<td>2-3 days OSS; Restitution of Property; In-person parent conference required.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3-5 days OSS; Restitution of Property; In-person parent conference required.</td>
</tr>
</tbody>
</table>

2) High School

1st incident | 1-2 days OSS; Restitution of Property; In-person parent conference required. |
2nd incident | 2-3 days OSS; Restitution of Property; In-person parent conference required. |
3rd incident | 3-5 days OSS; Restitution of Property; In-person parent conference required. |

a. Theft of property:

1st incident | 5-10 days OSS; Restitution of property. |
2nd incident | 10 days OSS; Restitution of property; In-person parent conference with the Superintendent required. |

5. In any case involving the following infractions, disciplinary action shall be taken against students guilty of such acts in accordance with the following:

a. Use of profanity or obscene language/gestures:

1) Middle School

<table>
<thead>
<tr>
<th>Incident</th>
<th>Middle School</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>2 days detention / 1-2 days ACS, as appropriate.</td>
</tr>
<tr>
<td>2nd</td>
<td>2-3 days ACS</td>
</tr>
<tr>
<td>3rd</td>
<td>3-5 days OSS</td>
</tr>
</tbody>
</table>

2) High School

<table>
<thead>
<tr>
<th>Incident</th>
<th>Middle School</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>2 days detention, 1-2 days OSS, as appropriate.</td>
</tr>
<tr>
<td>2nd</td>
<td>2-3 days OSS</td>
</tr>
<tr>
<td>3rd</td>
<td>3-5 days OSS</td>
</tr>
</tbody>
</table>

b. Actions interfering with the health and safety of others other than those specifically cited:

<table>
<thead>
<tr>
<th>Incident</th>
<th>Middle School</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>1-2 days OSS.</td>
</tr>
<tr>
<td>2nd</td>
<td>2-3 days OSS.</td>
</tr>
<tr>
<td>3rd</td>
<td>3-5 days OSS.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Incident</th>
<th>High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>1-3 days Detention.</td>
</tr>
<tr>
<td>2nd</td>
<td>1-2 days OSS.</td>
</tr>
<tr>
<td>3rd</td>
<td>2-3 days OSS.</td>
</tr>
</tbody>
</table>

Repeated incidents of disruption will result in OSS not to exceed 3 days.

d. Insolence to staff members (including, but not limited to, using profanity):

<table>
<thead>
<tr>
<th>Incident</th>
<th>Middle School</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>1-3 days OSS / in-person parent conference required.</td>
</tr>
<tr>
<td>2nd</td>
<td>3-5 days OSS / In-person parent conference required.</td>
</tr>
<tr>
<td>3rd</td>
<td>6-10 days OSS / In-person parent conference required.</td>
</tr>
</tbody>
</table>
e. Smoking in or on school grounds, on school buses or at Board of Education sponsored and supervised events:

<table>
<thead>
<tr>
<th>Incident</th>
<th>Elementary (K-5)</th>
<th>Middle School</th>
<th>High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Reprimand and warning.</td>
<td>1-2 days ACS.</td>
<td>2-3 days OSS.</td>
</tr>
<tr>
<td>2nd</td>
<td>Removal from class and 1 day detention.</td>
<td>2-3 days ACS.</td>
<td>3-5 days OSS.</td>
</tr>
<tr>
<td>3rd</td>
<td>Removal from class and 2-3 day detention.</td>
<td>1-3 days OSS.</td>
<td>Immediate suspension pending a disciplinary hearing before the Board.</td>
</tr>
</tbody>
</table>

f. Open defiance of any staff member or other person having authority over student:

1) Elementary (K-5)
   - 1st incident: Reprimand and warning.
   - 2nd incident: Removal from class and 1 day detention.
   - 3rd incident: Removal from class and 2-3 day detention.

2) Middle School
   - 1st incident: 1-2 days ACS.
   - 2nd incident: 2-3 days ACS.
   - 3rd incident: 1-3 days OSS.
   After the third incident, immediate suspension pending a disciplinary hearing before the Board.

3) High School
   - 1st incident: 2-3 days OSS.
   - 2nd incident: 3-5 days OSS.
   - 3rd incident: Immediate suspension pending a disciplinary hearing before the Board.

g. Participation in or inciting demonstrations involving unauthorized occupancy of school buildings:

<table>
<thead>
<tr>
<th>Incident</th>
<th>Elementary (K-5)</th>
<th>Middle School</th>
<th>High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>5-10 days OSS.</td>
<td>Immediate suspension pending a disciplinary hearing before the Board.</td>
<td></td>
</tr>
<tr>
<td>2nd</td>
<td>Immediate suspension pending a disciplinary hearing before the Board.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

h. Gambling:

<table>
<thead>
<tr>
<th>Incident</th>
<th>Elementary (K-5)</th>
<th>Middle School</th>
<th>High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>5 days OSS.</td>
<td>5-10 days OSS.</td>
<td></td>
</tr>
<tr>
<td>2nd</td>
<td>5-10 days OSS.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

i. Harassment, intimidation, bullying:

<table>
<thead>
<tr>
<th>Incident</th>
<th>Elementary (K-5)</th>
<th>Middle School</th>
<th>High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>1-5 days OSS.</td>
<td>Immediate suspension pending an in-person conference with the Superintendent.</td>
<td></td>
</tr>
<tr>
<td>2nd</td>
<td>5-10 days OSS.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd</td>
<td>Immediate suspension pending an in-person conference with the Superintendent.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

j. Falsely accusing another as a means of retaliation or as a means of harassment, intimidation, or bullying:

<table>
<thead>
<tr>
<th>Incident</th>
<th>Elementary (K-5)</th>
<th>Middle School</th>
<th>High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>1-5 days OSS.</td>
<td>Immediate suspension pending an in-person conference with the Superintendent.</td>
<td></td>
</tr>
<tr>
<td>2nd</td>
<td>5-10 days OSS.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd</td>
<td>Immediate suspension pending an in-person conference with the Superintendent.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

k. Failure to report to assigned detention:

1) Middle School
   - 1st incident: 2 days detention.
   - 2nd incident: 1 day ACS.
   - 3rd incident: 1-2 days OSS.
2) High School

1st incident 1 day OSS.
2nd incident 2 days OSS.
3rd incident 3 days OSS.

i. Illegal use of an electronic device:

1st incident Warning
2nd incident Confiscation. Parent pick-up only.
3rd incident 1 day detention. Parent pick-up only.
4th incident 1 day OSS. Parent pick-up only in the Superintendent’s office, School Street, Woodbridge. Parent is to be instructed to call 732-602-8550 to schedule an appointment.

m. Violation of safety procedures in school, on school grounds, or on a school bus:

1st incident 3 days OSS / Loss of bus privileges for one month.
2nd incident 5 days OSS / Loss of bus privileges for the remainder of the school year.
3rd incident Immediate suspension pending a disciplinary hearing before the Board.

n. Misconduct on a school bus:

1st incident 1 day detention. Parent or guardian contacted.
2nd incident Loss of bus privileges for 1 to 9 weeks.
3rd incident Loss of bus privileges for 45 days or greater.

o. Misuse of the Internet:

1st incident Loss of Internet privileges.

p. Unauthorized assembly/Incitement (Police report required):

1st incident 10 days OSS. In-person parent conference with the Superintendent.
2nd incident Immediate suspension pending disciplinary hearing before the Board.

q. Failure to report to office upon arriving late to school:

1st incident 1-2 day detention
2nd incident 1 day OSS
3rd incident 2 days OSS

r. Possession of fireworks:

1st incident 5-10 days OSS.
2nd incident Immediate suspension pending a disciplinary hearing before the Board.

s. False fire alarms, tampering with defibrillator stations, serious vandalism, and bomb threats:

1st incident Immediate suspension pending disciplinary hearing before the Board.

III. THREATENING BEHAVIOR PREVENTION

The Board recognizes that school personnel must take seriously all suggestions, demonstrations, or communications of threatening behavior. When confronted with an actual situation in which threatening behavior or ideation is present, immediate mobilization of all appropriate resources is paramount. The following guidelines are promulgated:
A. Response to Threatening Behavior or Ideation:

1. The staff member who has reason to believe that a student has destructive or threatening intentions shall notify the principal or the principal's designee immediately.

2. The principal shall determine whether a particular situation is serious. In making this determination, the principal should consider the following factors: the developmental and maturity levels of the student(s) involved, the surrounding circumstances, the nature of the behaviors, past incidences or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged behavior occurred. Concluding whether a particular situation is serious requires a determination based on all of the facts and surrounding circumstances.

   If the principal deems the situation to be serious, the principal shall:
   a. Keep the student under continuous adult supervision by school personnel as designated.
   b. Notify the local police immediately of the incident and cooperate with their investigation pursuant to the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials. The police department is responsible for notifying any potential victim of threatening behavior.
   c. Contact the student's parents.
   d. Notify the Superintendent of Schools.

3. The Superintendent may, in his or her discretion, notify the Staff Director of Special Services of the situation under appropriate circumstances. The Staff Director of Special Services shall, as appropriate, consult with the school psychologist, school social worker or guidance counselor and arrange for the student to be brought to the office for an interview with the school psychologist and school social worker of the school's Child Study Team. A Child Study Team evaluation should be conducted if appropriate.

4. The Child Study Team should also determine whether a psychiatric evaluation is warranted. If so, the principal must ask the student's parents to sign a two-way release of information form to allow school administrators and staff members to speak to the Board's psychiatrist regarding the student. Any such evaluation should be conducted by the Board's psychiatrist at Board expense within 10 calendar days.

5. Plan an educational course of study according to policy.

6. In no case should the student be returned to school until there has been a reentry conference between appropriate school personnel and the parent/guardian. The consulting psychiatrist should be able to assure the Board's personnel that the student is no longer dangerous and state that the student can return.

7. When the student returns to school, the guidance counselor shall monitor the student's adjustment through consultations with the classroom teachers and report as needed to the principal.

8. Documentation shall be completed on the incident report form by the principal and sent to the Superintendent at the conclusion of the event.

9. The Board reserves the right to discipline the student any time during these proceedings. Failure of a parent or adult student to cooperate fully with the guidelines set forth herein may result in an expulsion hearing before the Board of Education of the Township of Woodbridge.

10. Annually, the building principal shall conduct in-service training for all staff to ensure proper understanding and implementation of the above procedures. It shall be the responsibility of the Superintendent to ensure ongoing in-service training in this area.
IV. WEAPONS AND FIREARMS
Refer to Policy #5131.7 and Regulation #5131.7 Weapons and Other Dangerous Instruments, and Policy #5114 Suspension and Expulsion, Policy #5131 Conduct and Discipline and Policy #5131.5 Violence and Vandalism.

V. DRUGS and ALCOHOL
Refer to Regulation #5131.6

COMMUNITY-BASED HEALTH AND SOCIAL SERVICE PROVIDER AGENCIES AND LEGAL RESOURCES

<table>
<thead>
<tr>
<th>Department of Health &amp; Human Services</th>
<th>Women Aware, Inc. Outreach</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 George Frederick Plaza</td>
<td>96 Paterson Street</td>
</tr>
<tr>
<td>Woodbridge</td>
<td>New Brunswick</td>
</tr>
<tr>
<td>732-855-0600</td>
<td>732-937-9525</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Woodbridge Township Board of Education</th>
<th>Catholic Charities</th>
</tr>
</thead>
<tbody>
<tr>
<td>421 School Street</td>
<td>271 Smith Street</td>
</tr>
<tr>
<td>Woodbridge</td>
<td>Perth Amboy</td>
</tr>
<tr>
<td>732-750-3200</td>
<td>732-826-9160</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Woodbridge Township Municipal Government</th>
<th>Jewish Family &amp; Vocational Service Middlesex Cty.</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Main Street</td>
<td>515 Plainfield Avenue</td>
</tr>
<tr>
<td>Woodbridge</td>
<td>Edison</td>
</tr>
<tr>
<td>732-634-4500</td>
<td>732-777-1940</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Woodbridge Township Police Department</th>
<th>JFK Medical Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Main Street</td>
<td>65 James Street</td>
</tr>
<tr>
<td>Woodbridge</td>
<td>Edison</td>
</tr>
<tr>
<td>732-634-7700</td>
<td>732-321-7083</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Woodbridge Community Center</th>
<th>Rahway Hospital</th>
</tr>
</thead>
<tbody>
<tr>
<td>600 Main Street</td>
<td>865 Stone Street</td>
</tr>
<tr>
<td>Woodbridge</td>
<td>Rahway</td>
</tr>
<tr>
<td>732-596-4170</td>
<td>732-499-6033</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Woodbridge Township Domestic Violence Response Team</th>
<th>Raritan Bay Medical Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Main Street</td>
<td>530 New Brunswick Avenue</td>
</tr>
<tr>
<td>Woodbridge</td>
<td>Perth Amboy</td>
</tr>
<tr>
<td>732-634-4500 ext. 2802</td>
<td>732-324-5006</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Central Legal Services of New Jersey Inc. Middlesex County Division</th>
<th>Middlesex County Bar Association</th>
</tr>
</thead>
<tbody>
<tr>
<td>317 George Street, Suite 201</td>
<td>Lawyer Referral Service</td>
</tr>
<tr>
<td>New Brunswick, NJ 08901-2006</td>
<td>87 Bayard Street</td>
</tr>
<tr>
<td>732-249-7600</td>
<td>New Brunswick, NJ 08901</td>
</tr>
<tr>
<td></td>
<td>732-828-0053</td>
</tr>
</tbody>
</table>

1. Students may not use social media or electronic communications to harass, intimidate, bully or confront students or staff members. This includes any incidents that take place on or off school grounds or after school hours.
   a. Students may not post electronic comments on public forums using staff member's names or pictures.
   b. Students may not post electronic comments on public forums that imply a teacher's identity (ex: the male vice principal at Colonia High School -- there is only one male vice principal at CHS, so even though his name is not used, his identity is implicit).

2. Students are never allowed to use their mobile devices to record or photograph students or staff without their permission.

Legal References:  

Adopted: 10/12  
Readopted: 08/14, 11/15, 4/16, 06/18
CODE OF BEHAVIOR FOR ATHLETES

A. All students participating in athletics are expected to behave in an exemplary fashion prior to, during, and after all athletic contests.

B. Any athlete involved in a fight during an athletic contest for which he/she is ejected from the game will be suspended from the school and will not be permitted to participate in the next athletic contest.

C. Any athlete involved in a fight before or after an athletic contest may be suspended from school and will be suspended from participating in the next game or match scheduled for the team.

D. Any athlete leaving the bench to participate in an altercation on the field, court, or mat will be suspended from school and the squad for the next three games/matches.
   1. If an incident occurs during the last three games of a season in which an athlete is involved, and he/she is an underclassman, suspension will occur for the first three games/matches which may include the following sport or season.

   2. If an athlete is in the last three games of a season, and he/she is a senior, he/she will be suspended from the first three games of the next sport in which he/she intends to participate. If he/she doesn't play another sport, all of his/her awards for the sport in which the incident occurred will be forfeited.

E. Any athlete involved in a second incident as identified in Items B through D listed in these regulations will forfeit the right to continue as a member of the team for the duration of the sports season.

F. In every situation where a student is involved in leaving the bench to participate in an altercation on the field, court, or mat, action will be taken against the student both as it pertains to participating in future athletic events and the opportunity to attend school for a specified period of time.

G. The principal of the high school will have ultimate responsibility to ensure that coaches teach athletes proper behavior so that under no conditions altercations occur on the field, court, or mat, or that the student athlete will leave a bench to participate in an incident occurring during an athletic event.

Adopted: 09/86
Readopted: 08/14
SUSPENSION AND EXPULSION

The following rules are promulgated in accordance with the policy of the Board of Education to provide a fair hearing for each student charged with a suspendable offense.

A. Preliminary Hearing

No student may be suspended without a hearing unless a clear and present danger exists, or it is otherwise impossible or unreasonably difficult to hold such hearing. In such instances, the necessary notice and hearing shall follow as soon as practicable.

The principal or his/her designee shall provide the student with oral or written notice of the charge(s) against him/her and shall provide a hearing for the student before a suspension is ordered, so that the student has a full opportunity to state why he/she should not be suspended. This preliminary hearing shall be an informal one in which the student is given a chance to respond to the charges. The student's parents may be informed of the charges and the preliminary hearing if the principal so chooses. The hearing will be held on the day of the alleged infraction or as soon thereafter as possible if an emergency prohibits an immediate hearing.

B. Short-term Suspension

The principal may impose a suspension of up to three days duration, but shall notify the student's parents or guardians of the suspension by telephone and by regular mail and shall send a copy of the notification home with the student.

1. Sending Student Home - Unless the student is an immediate threat to the safety of the school, he/she should remain on in-school suspension until class is dismissed for the day. If the situation indicates that the student should be removed from the premises, the principal shall attempt to reach the student's parents or guardians to request that they come to the school for their child. If they are unable to come to the school, the school shall provide the student transportation home after determining that a responsible adult will be there to receive the student. The principal may forego the previous provision in the event of mass violations of school rules or where it is not possible to keep student(s) on school grounds and restore order or protect people on school property. Even in such an emergency situation the principal shall take into account such factors as the distance to home and the age of the individual student involved and shall take whatever action is necessary and possible.

2. Responsibility for School Work - During the period of a short-term suspension, the student is responsible for completing classroom assignments, but shall not be refused the opportunity to take or make up a test nor be given a failing mark of any kind specifically as a result of non-attendance at a meeting of his/her class.

3. Student's Records - A record of the student's offense may be kept until the end of the school year but may not be made part of the permanent record. The days absent shall be noted in the student's permanent attendance record.
C. Prolonged Suspension

If, in the principal's opinion, the alleged infraction warrants a penalty of more than ten days suspension, he/she shall refer the case to the Superintendent within one day. If the Superintendent agrees to extend suspension, the principal shall take the following steps:

1. Notice of Hearing - Within three days of the date of suspension, a notice shall be sent by certified mail, addressee only, return receipt requested, to the student's parents. The notice shall contain the following:
   a. the rule(s) alleged to have been violated;
   b. the charges against the student;
   c. a summary of the evidence against the student;
   d. the names of the accusers;
   e. the penalty which the principal proposes to recommend;
   f. a full description of the proposed alternative educational program pending the hearing (applicable if the student cannot be readmitted to school pending the hearing);
   g. the time and place for the hearing (must be within 21 days of the original suspension);
   h. a statement of the student's and parents' entitlement to the following pre-hearing rights:
      1) right to review written statements about the alleged misconduct;
      2) right to review the student's records;
      3) right to request a delay in the hearing of up to five school days.
   i. a statement of the student's entitlement to the following hearing rights:
      1) right to counsel;
      2) right to translator;
      3) right to appear in own behalf and for parent(s) or guardians to appear;
      4) right to produce witness and present evidence on his/her behalf;
      5) right to confront and to cross-examine anyone who may have evidence against him/her;
      6) right to a transcript of the hearing.

2. Hearing Panel - A hearing panel shall be convened by order of the Board of Education. The Panel may consist of three to five people and may be composed of Board members, teachers, Special Services personnel or student representatives, as determined by the Board. It shall be chaired by the convener. The hearing panel shall adopt a set of written procedures and shall provide a copy to the student.

3. Decision of Panel - The hearing panel shall base its recommendation(s) solely upon the evidence heard. If the student is found guilty, the panel may refer to the student's record for guidance, but may not recommend a penalty more stringent than that originally recommended by the principal. The Superintendent, if not a panel participant, shall be notified of the recommendation in writing not more than five school days after the hearing.

4. Disposition of Case - Decision in the case shall be made by the Superintendent within one week after receipt of the hearing panel's recommendation provided that such a date does not fall beyond the the second regular meeting of the Board held after the start of the suspension, in which case the decision must be rendered by the Board.
5. **Appeal of Decision** - A decision by the Superintendent may be appealed to the Board which shall review the decision in accordance with its rules and render a decision within 30 days of the request for appeal as made in writing to the Secretary.

The student shall remain in his/her regular school program pending disposition of the case unless, in the judgment of the Child Study Team, the student is a danger to himself or others. In that case, he/she shall be provided an alternate program of instruction suited to his/her needs and capabilities. Such program shall be implemented without undue delay.

6. **Student's Record** - Records of the suspension may not be made part of the student's permanent record and transcript. Record of the offense may be kept during the student's remaining school career only if the information is reasonably necessary for the student's welfare.

7. **Waiver** - It is the student's prerogative to waive his/her right to a formal hearing. This waiver is to be in writing and signed by both the student and parents or guardian. The signatures should be witnessed. Additionally, the student can constructively waive the hearing by simply not availing him/herself of the opportunity for it, but such waiver cannot be construed before the passage of a considerable period of time, since it operates to close off the student's rights.

Adopted: 08/14
POLICE INTERROGATIONS AND ARRESTS

Pursuant to Board policy governing activities of the police in the schools, the following guidelines are promulgated:

A. Any police officer wishing to enter a school in this district for the purpose of arresting or taking into custody a minor student or for interrogating one or more students in the course of an investigation of a violation of law shall apply to the building principal for permission to do so. He/she shall be required to name the student(s) whom he/she intends to take custody or interrogate and the reason such action is proposed. The police officer requesting permission to interrogate students must disclose whether any such student is suspected of having violated a law and is, therefore, subject to an adjudicatory hearing and possible sanction.

B. If the police officer possesses a warrant for arrest, permission to take the student into custody shall be granted. The building principal may, in the exercise of his/her discretion, grant or deny any other such request for permission; any such denial may be appealed to the Superintendent of Schools.

C. If the police officer proposes to arrest or take into custody a student, the principal shall immediately notify the student's parents or guardian and request that the student not be removed from the school until the said parent or guardian is present.

D. If the police officer is permitted to interrogate students in the process of investigating an offense and those students are not suspected of having committed the said offense, the principal shall make every attempt to contact parents or guardians although not required to notify the student's parents or guardians, but the principal or his/her designee shall be present throughout the interrogation.

E. If the police officer is permitted to interrogate a student who is suspected of having committed an offense, or if, during the course of interrogation pursuant to paragraph 4, a student comes under suspicion of having committed the offense under investigation, the principal shall:
   1. be certain that the student is told and understands the nature of the offense and that he/she does not have to answer questions but has the right to remain silent, that anything he/she says may be held against him/her, and that he/she is entitled to have a lawyer and his/her parent present during the interrogation;
   2. notify the parent or guardian of the student and inform him/her fully of the interrogation of the student by the police, request their presence or their written permission to conduct the interrogation.

F. At no time during the interrogation of any student(s) shall the principal or his/her designee encourage nor discourage the student in his/her response to questioning; nor shall the principal permit the police officer to use threats or pressure of any kind to elicit a response from the student. The principal shall terminate the interview whenever he/she deems that it is conducted with less than fundamental fairness to the student.

G. The building principal shall record any request by a police officer pursuant to paragraph 1 and the disposition of such request, the name of the police officer and of the law enforcement agency he/she represents, the nature of interrogation, if any, the notification or attempt to notify parents or guardians, and such information regarding the conduct of the investigation as may be appropriate to the record. The information so recorded shall not be a public record.
CONDUCT OF TRANSPORTED PUPILS

In order for the Board of Education to fulfill its responsibility to safely transport pupils, it is necessary that rules and regulations governing behavior of transported pupils be adhered to.

All transported pupils are required to adhere to the following rules and regulations:

A. All pupils are required to conduct themselves in an orderly manner at bus stops.

B. Under no circumstances are pupils to move toward the bus at loading zones or bus stops until the bus has come to a complete stop. Pupils are not to crowd or push in getting on or off the bus, and are to use extra care in snow or rain.

C. No children are permitted to board or leave the bus at any point other than their designated bus stop. Only pupils attending a specific school will be permitted to ride buses assigned to that particular school.

D. Each pupil shall be seated immediately upon entering the bus in the place assigned by the driver.

E. No pupils shall stand or move from place to place during the trip.

F. Loud, boisterous, or profane language, or indecent conduct shall not be tolerated.

G. Pupils shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands or feet or body in any other objectionable manner.

H. No windows or doors will be opened or closed except by permission of the bus driver.

I. No pupils shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.

J. Upon recommendation of the bus driver, school authorities may deny the privilege of riding on the school bus to any pupil who refuses to conduct himself or herself in a gentlemanly or ladylike manner on the bus.

K. No acts of vandalism will be tolerated.

L. Smoking, drinking, and/or eating are prohibited.

M. All other rules and regulations governing pupil behavior in the schools are in effect while pupils are transported.

The driver will report all incidents of misconduct to the appropriate school administrator utilizing the designated report for this purpose. The school authority will impose the disciplinary sanction deemed appropriate for the reported act of misconduct.

Adopted: 03/13
Readopted: 08/14
HEALTH PROCEDURES

A. Annual nursing plan - The certified school nurse in conjunction with the school physician shall develop an annual nursing services plan that details the provision of nursing services based upon the needs of the students in this school district. The nursing services plan shall be:

1. Reviewed by the superintendent;
2. Annually adopted by the board at a regular meeting;
3. Submitted to the executive county superintendent of education for review and approval.

B. The nursing services plan shall include:

1. A description of the basic nursing services provided all students;
2. A summary of specific medical needs of individual students and the services required to address the needs;
3. A description of how nursing services will be provided in an emergency;
4. Detailed nursing assignments for all school buildings;
5. The nursing services and additional medical services provided to nonpublic schools.

C. The certified school nurse in conjunction with other board authorized health services personnel shall be responsible for and/or oversee:

1. All health assessment of students, which includes acquiring and maintain a comprehensive health history, immunization record, and the administration of health screening instruments and techniques;
2. Assist policy and procedure review and development for the care of students who are injured or become ill at school and/or other health related topics as required;
3. The care of staff and students in cases illness or injury and:
   a. Render appropriate care to injured or ill students;
   b. Notify parents/guardians in cases of student illness when necessary;
   c. Arrange for ill or injured students to be released from school;
   d. Provide for and/or arrange emergency medical treatment for ill or injured students and staff;
   e. Call for emergency medical assistance as needed;
   f. Communicate with students’ parents/guardians to determine required treatment of students with specific health problems;
   g. Advise the school staff regarding any necessary adjustment of students’ program resulting from the illness or injury.
4. The administration of authorized medication of students during school hours;
5. The administration of classroom accommodations for students with medical concerns including allergies and other chronic medical conditions.

D. The certified school nurse in coordination with special education personnel shall oversee the care of students who have medically sensitive disabilities or long term medical illness requiring special consideration. The certified school nurse's responsibilities may include:

1. Identifying students in need of evaluation for special education;
2. Evaluating the disability and planning for in school accommodation when necessary;
3. Providing general health screening;
4. Participation in IEP development and review when required;
HEALTH PROCEDURES (regulation continued)

5. The notification and training of the school staff members regarding necessary classroom health/medical accommodations;
6. Counseling and referral services for parents/guardians;
7. Liaison with appropriate support services and agencies.

E. The certified school nurse shall oversee individual health care plans (HIP) for the medical management of students with diabetes. The certified school nurse’s responsibilities may include:

1. Identifying students in need of evaluation;
2. Contact with parents/guardians to facilitate the planning and completion of the HIP and accumulating all other necessary documentation;
3. Evaluating and planning for in school accommodation when necessary;
4. Providing general health screening;
5. Participation in the HIP development and review when required;
6. The notification and training of the school staff members regarding necessary classroom health/medical accommodations;
7. Counseling and referral services for parents/guardians;
8. Liaison with appropriate support services and agencies.

F. The certified school nurse in conjunction with other board authorized health services personnel shall be responsible for and/or oversee all procedures for the dissemination of authorized medication to students including but not limited to:

1. Students requiring medication at school must have a written statement from the prescribing physician;
2. Written statement from the parents/guardians giving permission to give medication prescribed by the physician shall be required by the school;
3. Medication must be in a container from the drugstore labeled in the proper manner;
4. Medication shall be maintained in a secured, locked location;
5. The certified school nurse should be advised of any drug prescribed by the family physician which might alter the behavior or activity of the student and the nurse should provide this information to the appropriate personnel in the school;
6. Storage, training, and administration of medication by epi-pen and other pre-filled auto-injector mechanism;
7. Monitoring students authorized to self-administer medication.

G. The certified school nurse, in conjunction with other board authorized health service personnel shall maintain confidential health records. The certified school nurse shall keep the following health records and reports:

1. The confidential health record containing all information regarding physical examinations, immunizations, special examinations, follow-ups, etc.;
2. A daily log of all services rendered to the students;
3. A monthly report indicating all health related services and programs provided during the month;
4. Compilation of any information needed for annual reports;
5. All forms and reports sent to the parents;
6. Compilation of all reports and information required by guidance, special education services or other school personnel seeking to aid in the care of the individual student.

H. Other health education and counseling services may be provided as follows:

1. The nurse may provide and/or supervise informal individual health teaching including:
   a. Personal hygiene;
HEALTH PROCEDURES (regulation continued)

b. Safety education and accident prevention;
c. Health information needed in preparation for physical examination;

2. The nurse may provide and/or supervise formal health education activities and programs including:

a. General health instruction and training to staff and students including good nutrition, physical
   wellbeing, growth and development, etc.;
b. First aid instruction;
c. HIV education;
d. Substance abuse awareness education;
e. Orientation program for students;
f. Programs in other health related areas as required;
g. Maintenance of resource material regarding health issues.

I. The nurse may provide counseling and education resources for students to:

1. Assist students with physical and emotional problems or needs when requested;
2. Assist disabled students in classroom adjustment when appropriate to a medical concern;
3. Advise and provide resources to students interested in health careers;
4. Assist in referral to health services and/or agencies as needed.

J. The certified school nurse may participate in activities involving district personnel including, but not limited to:

1. Working closely with guidance personnel, the home and school visitors in matters concerned with
   child health, development and child welfare;
2. Keeping the main office informed of his/her schedule and immediate contact/cell phone information
   so that the nurse can be reached at any time.
3. Coordinating with the appropriate administrative staff, all procedures for receiving the admission
   information of new students;
4. Coordinating with the appropriate administrative staff, the procedure for addressing parental/guardian
   inquiries or requests regarding health and health education issues;
5. Following-up required medical examinations including tuberculin testing;
6. Helping school administration assess and monitor cafeteria health requirements;
7. Working, as directed, with maintenance and sanitation personnel to see that environmental factors
   affecting health are properly controlled;
8. Providing required staff training alone or in conjunction with social service and guidance staff on
   health related topics (first aid, AED procedures, substance abuse, crisis intervention, etc.);
9. Coordinating health training and education programs when necessary and appropriate, by community
   agencies and services;
10. Providing emergency medical care and/or coordinate emergency medical assistance for staff as
    necessary.

NJSBA Review/Update: 02/10
Adopted: 08/14
STUDENT HEALTH SERVICES AND REQUIREMENTS

The school nurse shall work to stimulate in every student the desire to achieve and maintain good health. A program of student health services shall exist which will include but not be limited to:

A. The use of a medical inspector to perform those duties required by law, and to advise the Chief School Administrator on all matters affecting the health of pupils;

B. The use of a nurse to assist with physical examinations; conduct annual scoliosis screening; conduct an audiometric screening; maintain pupil health records; observe and recommend to the principal the exclusion of pupils who show evidence of communicable disease; lecture to teachers on communicable diseases and other health concerns;

C. The availability of adequate facilities, equipment and supplies for professional health personnel and other staff;

D. The establishment of a system of pupil health records in compliance with state law:

E. The development of appropriate curriculum in physical education, health, family life, safety, and use of drugs, alcohol, tobacco and anabolic steroids; recommendations for appropriate equipment and supplies to teach such courses;

F. The development of rules and procedures to foster good pupil health, and dissemination of these rules and procedures to the staff at the beginning of each school year;

G. The development of a program to provide safe drinking water and otherwise to maintain the buildings, grounds, facilities and equipment of the district in sanitary condition in accordance with law;

H. The development and enforcement of an eye protection program as required by statute and administrative code;

I. The reporting on a regular basis to the Board on progress and accomplishments in the field of student health;

J. The provision of health services to staff which support pupil health;

K. The provision of emergency services for injury and sudden illness;

L. The establishment of required physical examinations including an examination to certify that a pupil returning to school after suffering a contagious/infectious condition or illness is no longer a threat to the health of others;

M. The development of all regulations and procedures necessary for evaluation of pupils suspected of being under the influence of drugs/alcohol, tobacco or anabolic steroids;
N. The encouragement of correction of defects through fully informing pupils and parents/guardians concerning the findings of health examinations.

The operation of the student health program shall be at all times in compliance with the rules and regulations of the State Department of Education, local board of health and the State Department of Health.
Adopted: 03/13
Readopted: 08/14
EMERGENCY MEDICAL PROCEDURES
FOR SPORTS/ATHLETICS

The Woodbridge Township Board of Education recognizes its responsibility for pupil safety encompassing all aspects of sports and athletic events in both intramural and interscholastic programs. The Board directs the Superintendent to develop and implement emergency medical procedures to ensure delivery of appropriate emergency medical services for all practice sessions, competitive contests, games, events, or exhibitions with individual student-athletes or teams of one or more schools of this district or of other districts. The Board further directs these emergency medical procedures be disseminated to appropriate personnel within this district and address practice sessions in both home and away events. Therefore, the procedures listed below shall followed.

A. The athletic trainer, or any coach trained in first aid, shall be responsible for administering first aid. Universal precautions shall be taken in the handling of blood and body fluids to ensure the containment of bloodborne pathogens.

B. In all cases where the nature of an injury appears in any way serious, every effort shall be made to contact the parent/guardian and/or family physician immediately.

C. Parents/guardians shall be requested to pick up their child. If a parent/guardian is unable to provide such transportation, no pupil who is injured shall be sent home alone. A student-athlete who is injured shall not be taken home unless it is known that someone is there to receive him/her.

D. In extreme emergencies, the athletic trainer assigned to the event or practice, school doctor, coach or principal may make arrangements for immediate hospitalization of injured student-athletes, contacting parents/guardians in advance if at all possible.

E. The athletic trainer or coach who is responsible for the student-athlete at the time an accident occurs shall make out a report within 24 hours on an official form providing details about the accident. This shall be required for every accident whether first aid is necessary or not.

F. Any injuries or accidents to student-athletes shall be reported as soon as possible to the chief school administrator and the board.

These guidelines are to be distributed to every parent/guardian of a student athlete. The parent/guardian emergency card, will contain a statement that reads: “I have read and understand the Woodbridge Township Board of Education Policy #182 and Regulations #1820 regarding immediate medical care and transportation for student athletes injured at athletic events and/or practices.”


Adopted: 07/00
Readopted: 08/14
ACCIDENTS: CARE OF INJURED AND ILL PERSONS

Accidents and/or illnesses involving students and/or personnel occurring during school hours shall be referred to the nurse’s office.

All injury or illness shall be reported immediately. In the absence of the school nurse, the report shall be made to the principal. The report may be made directly (over an intercom) or by another adult or by a student messenger.

Sick or injured students should be escorted by staff to the nurse’s office whenever possible and when necessary for the student’s wellbeing and comfort. Students shall be referred to the nurse’s office and/or the nurse shall be summoned for care and/or treatment of including but not limited to the following:

1. Allergic reactions
2. Bleeding
3. Breathing obstruction
4. All burns
5. Concussion, head injury of any kind
6. Convulsion or seizure
7. Shock, insulin shock, diabetic coma
8. Heat exhaustion
9. Suspected poisoning
10. Abdominal pain
11. Skin ruptures of any kind including abrasions, lacerations, bites, stings, blisters, boils, bruises
12. Illness including fever, nausea, vomiting, faintness, diarrhea
13. Sprains, dislocations, fractures
14. Earache, eye infection
15. Fainting
16. Foreign objects in eyes, ears, nose
17. Headache
18. Menstrual discomfort
19. Nosebleeds
20. Poison ivy, oak, sumac
21. Sore throat
22. Splinters
23. Tooth pain
24. Other physical complaints as appropriate

If it is clearly evident that the illness or injury is serious, emergency medical assistance shall be immediately summoned.

Emergency First Aid Procedures

The certified school nurse shall administer the following emergency first aid procedures, as appropriate to the victim’s illness or injury. If the certified school nurse or other health professional is not available or cannot be summoned quickly or the victim’s illness or injury is so serious as to warrant immediate attention, these first aid procedures may be followed by the responsible adult present.
ACCIDENTS: CARE OF INJURED AND ILL PERSONS (regulation continued)

Allergic Reactions

1. The victim may show sudden blotchy swelling of the skin (hives) and mucous membranes, difficulty in breathing, wheezing, increased pulse rate, nausea, abdominal cramps, vomiting, fall in blood pressure with weak pulse.
2. In a severe allergic (anaphylaxis) reaction, the victim should be taken immediately to hospital emergency services or a doctor's office.

A. Bleeding, Severe

1. Apply direct pressure with a sterile compress, if available; if no compress is available, the gloved or otherwise protected hand or fingers may be used until a compress can be obtained;
2. Unless there is evidence of a fracture, a severe wound of the hand, neck, arm, or leg should be elevated above the level of the victim’s heart;
3. Apply pressure on the supplying artery if severe bleeding does not stop after application of direct pressure plus elevation;
4. A tourniquet may be used only for a severe, life threatening hemorrhage that cannot be controlled by other means. The decision to use a tourniquet may be made only by a health professional.

B. Breathing Obstruction

1. Tilt the victim’s head, clear the airway, and begin mouth-to-mouth or mouth-to-nose breathing immediately. Initially, give four quick, full breaths without allowing the lungs to fully deflate between each breath;
2. Maintain the head tilt and look, listen, and feel for exhalation of air. Check the carotid pulse for at least five but no more than ten seconds;
3. If there is no pulse and no breathing, cardiopulmonary resuscitation (CPR) should be commenced by a person trained to give CPR;
4. If there is a pulse but no breathing, mouth-to-mouth breathing should be continued until the victim breathes spontaneously.

C. Burns, Major

The victim has sustained a second- or third-degree burn, i.e. has burned the epidermis and underlying dermis and perhaps underlying tissues, possibly over a large area; the skin will appear red and blistered or, in a very serious burn, white or blackened.

1. If the burn was caused by exposure to a chemical:
   a. Flush the affected area under cool running water for at least fifteen minutes;
   b. Apply any first aid measures specified on the chemical container;
   c. Cover the burn with a cool, wet dressing; and
   d. Take the victim to hospital emergency services.
2. If the burn is a second degree burn that covers an area less than two or three inches across:
   a. Rinse the burn with cool water and gently wash and rinse the burned area;
   b. Spray with an antiseptic spray and cover with a sterile dressing;
   c. Do not apply ointments, petroleum jelly, margarine, grease, oil, or butter; and
   d. Do not break blisters to avoid the risk of infection.
ACCIDENTS: CARE OF INJURED AND ILL PERSONS (regulation continued)

3. If the burn affects an area more than two or three inches across or is a third degree burn:
   a. Immerse the burned area in cold water or apply cold compresses to the affected area to bring skin temperature back to normal; and
   b. Wrap the victim loosely in a clean sheet and transport him or her to hospital emergency services or, if the burn affects more than ten percent of the body, to a specialized burn facility.

D. Concussion

The victim may be dazed or unconscious, bleed from mouth, nose or ears; have rapid but weak pulse; have eye students unequal in size; complain of headache and dizziness; be nauseated or vomiting.

1. Keep victim lying down and warmly covered;
2. Ice may be applied to head;
3. Medical attention must be sought to determine extent of injury.

E. Convulsion or Seizure

1. Protect the victim from self-injury by laying him or her down, preferably on a padded surface, and loosen his or her clothing;
2. Turn the victim's head to one side to keep the airway open and permit saliva to flow out of the mouth. If possible, place a rolled-up handkerchief or other soft object (not a hard object) between the upper and lower teeth. Do not place a finger in the victim's mouth or try to force open the victim's clenched jaws;
3. Do not restrain the victim unless gentle restraint is necessary to prevent self injury;
4. If vomiting occurs, turn the head so that vomits is expelled from the mouth and is not inhaled;
5. If the seizure continues for more than a few minutes or recurs in a short time, summon an ambulance.

F. Insulin Shock

The victim may have a sudden onset of weak, drowsy appearance; moist and pale skin; drooling; intense hunger, vision disturbance; normal or shallow respiration; full and pounding pulse; irritability.

1. Administer some kind of carbohydrate, which can be in the form of sugar, fruit juice, candy, sugared soda pop (not artificially sweetened). If the victim has lost consciousness, honey or granulated sugar should be placed under the victim's tongue;
2. After symptoms have subsided (in ten to fifteen minutes), offer the victim a food snack;
3. If the symptoms do not subside, the victim should be taken to a hospital emergency service.

G. Diabetic Coma

The victim may have an extremely ill appearance, dry flushed skin, intense thirst, exaggerated respiration with hunger for air, weak and rapid pulse, dimming of vision, and acetone or fruity odor on breath. A person in diabetic coma must be taken immediately to a hospital emergency service.

H. Heat Exhaustion

The victim may have pale, clammy skin, rapid and weak pulse, weakness, headache, nausea, cramps of abdomen or limbs.

1. The victim should lie down with his or her head lower than the body;
2. The victim should be protected from chilling;
3. If the symptoms do not subside, the victim should be taken to a hospital emergency service.
I. Poisoning

1. Call the poison control center for instructions. Be prepared to give information regarding the substance and amount ingested and the state of the victim;
2. If the poison control center cannot be consulted and the poison can be identified with certainty and its original container is available, administer the antidote specified on the container in the method and dosage recommended and seek medical assistance;
3. If the poison is unknown, dilute the poison by requiring the victim to drink quantities of water or milk;
4. If the poison is not corrosive or a petroleum product (see paragraph B 10e) and the victim is not unconscious, induce vomiting by:
   a. Administering one to two tablespoons of ipecac syrup followed by water; or
   b. Inserting a spoon handle or finger in the victim’s throat to produce a gag reflex.
5. If the poison is a corrosive substance (drain cleaner, lye, bleach, or other acid or alkali product) or a petroleum product, do not induce vomiting. Burns on or in the mouth may indicate a corrosive substance and a smell of petroleum on the victim’s breath indicates a petroleum product;
6. Remove the victim, along with the container of the substance ingested and any vomitus, to hospital emergency services.

J. Shock

The victim may be drained of color and have a clammy skin, weak and rapid pulse, irregular or labored breathing, perspiration on upper lip and forehead. Victim may be nauseated and/or thirsty.

1. Keep the victim covered and lying down, with feet raised higher than the heart;
2. Loosen tight clothing and keep the victim comfortably warm;
3. If the victim is conscious, has no abdominal injury, and is not vomiting, the victim may be given fluid.

Routine First Aid Care

The school nurse shall administer the following routine first aid procedures, as appropriate to the victim’s illness or injury, if the school nurse or other health professional is not available or cannot be summoned quickly, these first aid procedures may be followed by the responsible adult present.

A. Abdominal Pain

1. Take the victim’s temperature and pulse rate;
2. Check for recent history of nausea, vomiting, and food ingestion and whether victim has had appendectomy;
3. Require victim to lie down for rest period;
4. If pain does not diminish or intensifies, notify parent.

B. Abrasions And Lacerations

1. Wash area gently with bland soap and cool water, rinsing carefully;
2. Apply antiseptic;
3. Cover area with a light protective adhesive bandage.

C. Bites and Stings

1. A wound resulting from the bite of an animal--dog, cat, hamster, mouse--should be treated as follows:
   a. Wash wound immediately with soap under running water. Apply an antiseptic and an antibiotic;
ACCIDENTS: CARE OF INJURED AND ILL PERSONS (regulation continued)

b. If the wound is severe or a puncture wound, cleanse and send victim to hospital emergency services;
c. Attempt to identify and capture animal;
d. If the wound is caused by a dog, the police must be notified;
e. Check the immunization record of the victim for most recent tetanus/diphtheria booster date;
f. Notify the student's parents or guardian.

2. A wound resulting from the bite of a human being should be washed and treated with antibiotics. The student's parent(s) or guardian must be notified;

3. A bee sting should be treated as follows:
   a. Remove the stinger by scooping it out of the skin;
   b. Apply an ice pack or flush with cold water;
   c. Apply calamine lotion or cream to ease itching and swelling;
   d. If severe allergic reaction occurs, take the victim to hospital emergency services.

D. Blisters (other than those caused by burns)
   1. Apply a light protective bandage;
   2. Do not break; allow tissues to absorb fluid;
   3. If blister ruptures, wash with antiseptic and water and apply sterile dressing.

E. Boils
   1. Apply dry dressing;
   2. If boil has erupted, cleanse area and apply sterile dressing.

F. Bruises
   1. Apply cold compresses or ice to braised area;
   2. If braise is black eye, examine students of eye and check victim for head injury.

G. Burns, Minor
   1. Cool burned area under cold running water or with application of cold compress;
   2. Encourage victim to drink fluids.

H. Diarrhea
   1. Take the victim's temperature;
   2. Call parent.

I. Dislocations
   1. Apply ice or cold compress;
   2. If possible, e.g., in the dislocation of a finger joint, apply a splint;
   3. Take victim to hospital emergency services or a doctor's office;
   4. Notify student's parent(s) or guardian.

J. Earache
   1. Check victim's temperature and examine ear;
   2. Place small piece of cotton gently in outer orifice to provide warmth and/or comfort;
   3. Call parent.
ACCIDENTS: CARE OF INJURED AND ILL PERSONS (regulation continued)

K. Fainting

1. Recline victim to lying position on his or her back. Loosen clothing for comfort;
2. Check victim for pulse rate and breathing; if necessary, apply CPR;
3. Permit victim to recover slowly;
4. If recovery does not occur in reasonable period of time or other symptoms indicate possibly complications, take victim to hospital emergency services.

L. Foreign Objects

1. If the object is in the eye:
   a. Wash hands and examine the inner surface of the lower lid by pulling lid gently down;
   b. Remove object with slightly moistened swab;
   c. If object has not been removed, pull upper lid down over lower lid so that tears may wash object to corner of eye;
   d. Eye may be flushed with clean running water to dislodge object;
   e. If object remains, take victim to hospital emergency services or doctor’s office.

2. If the object is in the ear:
   a. Use tweezers to remove any soft object that is clearly visible;
   b. Tilt the victim’s head so that affected ear is downward and gently shake the victim’s head;
   c. Place oil in ear only to immobilize an insect in the victim’s ear;
   d. If object remains, take victim to hospital emergency services or doctor’s office.

3. If the object is in the nose:
   a. Use tweezers to remove any soft object that is clearly visible;
   b. Have victim gently blow his or her nose once or twice to attempt to dislodge the object;
   c. If object remains, take victim to hospital emergency services or doctor’s office.

4. When a foreign object has been swallowed or is in the victim’s air passages:
   a. Apply the Heimlich maneuver;
   b. Remove victim to hospital emergency services.

M. Fractures

1. When the fracture is simple (no wound or break in skin):
   a. Support the fracture with a splint or bandage, as required;
   b. Take the victim to hospital emergency services or a doctor’s office.

2. When the fracture is compound (punctures the skin):
   a. Take measures to stop the bleeding and apply a protective dressing to the wound;
   b. Provide support but do not move or handle the injured part until the bone has been splinted;
   c. Summon the ambulance and keep victim warm and comfortable.

3. When the fracture occurs to the skull (to be suspected when the victim is unconscious or semiconscious after a blow to the head) or to the neck or spinal column:
   a. Do not move the victim; be careful to keep neck in alignment with the rest of the spine.
   b. Control any bleeding with gentle direct pressure;
c. If it is absolutely necessary to move victim (to remove him or her from a life-threatening situation), first place victim on board or other firm object, with head, neck, and spine in alignment and immobilized;
d. Summon an ambulance to take the victim to hospital emergency services.

N. Headache

1. Ascertain how and when the headache started, the length of time it has persisted, and what medication, if any, has been taken;
2. Take victim’s temperature;
3. Have victim rest for ten minutes;
4. Offer fluid and apply ice pack to back of head;
5. In case of frequent recurring headaches or complicating symptoms, notify parent.

O. Menstrual Discomfort

1. Have victim rest and apply heating pad for thirty minutes;
2. If parental permission has been given, administer analgesic;
3. If pain is severe, notify parent.

P. Nosebleeds (not associated with head injury)

1. Have victim sit with head angled slightly forward so that blood cannot run back into the throat;
2. If bleeding is from one nostril only, press that nostril toward the center; if from both nostrils, pinch nostrils together five to ten minutes. Ask victim to breathe through the mouth;
3. If bleeding persists when pressure is removed, make twist of sterile gauze or clean cloth and insert in nostril(s). Reapply pressure for ten minutes;
4. If bleeding stops, gently remove packing after thirty to sixty minutes;
5. If bleeding cannot be stopped or recurs frequently, notify parent or take victim to doctor’s office.

Q. Poison Ivy, Oak, Sumac

1. If person has recently been exposed to toxic plant, wash exposed skin area with soap and rinse thoroughly;
2. After rash appears, apply calamine lotion to lessen itching and burning;
3. Weeping rash should be covered with a dressing. Victim with weeping rash should be excluded from school.

R. Sore Throat

1. Check victim’s temperature;
2. Observe throat for infection, redness, swollen tonsils, and the like;
3. If fever or complicating symptom is present, notify parent.

S. Splinters

1. Cleanse area with soap and water, followed by alcohol;
2. Remove visible splinter with tweezers or sterile needle and cleanse area again;
3. Apply antiseptic and light protective adhesive bandage;
4. If splinter is imbedded, do not remove. Notify parent.

T. Sprain

1. Eliminate all stress on the injured part;
2. Keep the area raised, elevated on a pillow or sling;
ACCIDENTS: CARE OF INJURED AND ILL PERSONS (regulation continued)

3. Apply ice pack or cold compresses to the injured part to keep swelling down;
4. Bandage with elastic bandage for support;
5. Notify parent.

U. Teeth

1. Apply a mild analgesic (Anbesol) to a mild toothache;
2. If the toothache is severe, notify the parent and suggest dental care. A cold pack may be applied for temporary relief;
3. If a tooth is broken or is knocked out, notify the parent;
4. A permanent tooth knocked out should be placed in water or a clean wet cloth and sent with the victim to a dentist immediately.

Special Note:

These regulations will be followed, except in those areas where the standing orders for routine first aid are developed by the school physicians and the certified school nurse conflict. In these instances the routine standing orders will be followed.

NJSBA Review/Update: 11/08
Adopted: 08/14
PROCEDURES FOR ILLNESS: STUDENTS WHO MUST BE RETURNED HOME DURING THE SCHOOL DAY

A. Teachers suspecting student illness and/or addressing a student complaint of illness shall refer the student to the school nurse;

B. The nurse shall recommend the necessary action regarding sick students to the principal:
   1. In the absence of the principal, the nurse shall exercise her own judgment and notify the central office of her action immediately;
   2. Under no circumstances shall non-professional personnel recommend or execute a particular course of action in the handling of student illness.

C. The superintendent shall be notified of any decision directing a student to return home during the school day by the building principal and/or school nurse;

D. If a student must, for any reason, be returned home during the school day, the principal or school nurse shall first contact the parent/guardian and request that the student be picked up.
   1. If the parent/guardian is unable to be contacted, the emergency contact person (people) will be contacted to:
      a. Assist in contacting the parent/guardian;
      b. Assume responsibility for the student.
   2. The student may with the permission of the parent/guardian be transported home by school personnel when necessary and appropriate (i.e., illness, accident, disciplinary action, emergencies.) Under no circumstances shall a student be left at home unless the parent, guardian, or another responsible adult is home to assume full responsibility for the child. Personnel available to transport students home include must be district screened and approved drivers;
   3. The student may remain at school in the nurse’s office until the parent/guardian is contact, when it is safe and in the best interest of the student;
   4. For serious illness the school nurse shall contact emergency medical services.
      a. Every effort shall be made to contact the parent/guardian in cases of serious illness and/or hospitalization, immediately.
      b. The nurse shall notify the building principal and the superintendent immediately.

NJSBA Review/Update: 11/08
Readopted: 08/14
USE OF MEDICATIONS

Diagnosis and treatment of illness and prescribing of medication are not the responsibility of the schools. Following are the guidelines for the administration of physician-ordered medications.

A. The school should not provide students with aspirin or other medications.

B. The administration of medication to a student during school hours should be permitted only in the circumstance that the student's health would be jeopardized without it. Such administration shall be supervised by the certified school nurse or the parent.

C. Administration of medication to a student during school hours may be permitted provided that the following questions are met:
   1. The parent/guardian provides to the Board written authorization for such administration;
   2. The parent/guardian provides to the Board the written order of the prescribing physician which shall include the medication name, dosage, time, and route of administration; and
   3. The parent/guardian brings the medication to the school nurse in a current prescription container, appropriately labeled by the student's physician or the pharmacist. In the event of an over-the-counter medication, it must be in the original packaging with the student's full name.

D. Student Self-Administration of Medication.
   Self-administration of inhalers or epinephrine via a pre-filed auto-injector by a student for asthma or other potentially life threatening illnesses shall be permitted provided that the following conditions are met:
   1. The parent/guardian provides to the Board written authorization for the self administration of an inhaler or epinephrine via a pre-filed auto-injector;
   2. The parent/guardian provides the Board written certification from the prescribing physician that the student has asthma or another life-threatening allergy and is capable of, and has been instructed in, the proper method of self-administration of the inhaler or epinephrine via a pre-filed auto-injector; and
   3. The parents/guardians sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the self-administration of medication by the student and that the parents/guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the self-administration of medication by the student.

   A student who is permitted to self-administer medication under the provisions of this policy shall be permitted to carry an inhaler at all times, provided that the student does not endanger himself or other persons through misuse. A student who is permitted to self-administer medication under the provisions of this policy shall be permitted to carry an epinephrine via a pre-filed auto-injector provided the parent/guardian and the physician of the student have signed a statement of authorization to self medicate and carry the medication on their person and further provided that the student does not endanger himself or other persons through misuse.

E. Nebulizers.
   There shall be at least one nebulizer in the office of the school nurse or a similar accessible location. Each certified nurse (or other person authorized to administer asthma medication as determined by the State Board of Education through administrative regulations) will receive training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards, including, but not limited to, those of the National Institutes of Health and the American Association of Allergy and Immunology. A student who is permitted to self-administer medication
under the provisions of this policy shall be permitted to carry an inhaler at all times, provided that the student does not endanger himself or other persons through misuse. A student who is permitted to self-administer medication under the provisions of this policy shall be permitted to carry an epinephrine via a pre-filed auto-injector provided the parent/guardian and the physician of the student have signed a statement of authorizing the student to self medicate and to carry the medication and further provided that the student does not endanger himself or other persons through misuse.

F. Emergency Administration of Epinephrine.

The emergency administration of epinephrine to a student for anaphylaxis shall be permitted provided that the following conditions are met:

1. The parent/guardian provides written authorization for the administration of a re-filled, single dose auto-injector mechanism containing epinephrine;

2. The parent/guardian provides written orders from the student’s physician that the student requires the administration of epinephrine for anaphylaxis and does not have the capacity for self-administration of the medication; and

3. The parents/guardians sign a statement acknowledging their understanding that if the specified procedures are followed, the district shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filed auto-injector to the student and that the parents/guardians shall indemnify and hold harmless the district, its employees, and agents against any claims arising out of the administration of the epinephrine via a pre-filed auto-injector to the student.

4. The parent/guardian is responsible for providing and replacing the auto-injector.

5. The School Nurse shall:
   a. Develop an individualized health care plan (IHP) and an individualized emergency care plan utilizing the nursing process in collaboration with the family, student and health care provider and taking into consideration regulations covered in Section 504 of the Rehabilitation Act.1973 and P.L.1994,c.142. These plans are to be updated and reviewed regularly.
   b. Educate the school staff about anaphylaxis, its causes, signs, symptoms and treatment.
   c. Choose a delegate in consultation with the Board of Education who is willing to learn the procedure for treating anaphylaxis and is willing to assume the responsibility. In choosing this delegate the school nurse will consider the following criteria:
      1) A responsible employee who will be reasonably available to the student, particularly where and when anaphylaxis is most likely to occur.
      2) Consider the knowledge and skills or the individual(s) to whom care may be delegated, and remember that their competency will be enhanced by specific training
      3) Consider the proximity and availability of the potential delegate given the location(s) of the student throughout the school day, the size of the school, and after-hours and off-site school-sponsored functions,
      4) A student should be assigned as many delegates as necessary to ensure complete back-up coverage, and
      5) A staff member can serve as a delegate to more than one student, provided he/she has received specific information about each student.
   d. Train the chosen delegate according to the “Protocol and Implementation Plan for the Emergency Administration of Epinephrine by a Delegate Trained by the School Nurse” developed by the Department of Education and the Department of Health and Senior Services. The school nurse will:
      1) Document the training and provide periodic and regular evaluations and monitoring of the delegate to ensure an appropriate delegation has been made.
2) Strongly recommended but not require that the delegate also receive instruction and maintain current certification in cardiopulmonary resuscitation from a recognized provider such as the American Red Cross or the American Heart Association.

3) Review the training of the delegate whenever there has been a change in the student’s status, after an emergency has occurred or annually.

4) Contact the medical home and the school physician to resolve conflicts with written orders that seem to preclude delegation.

5) Store an epinephrine via a pre-filed auto-injector in an unlocked secure location to be readily available during an emergency.

6) Be certain that the delegate understands that an order for antihistamine administered concurrently with epinephrine does not preclude the emergency administration of epinephrine; however, the antihistamine cannot be given by the delegate even if specified in the IEHP and that medical orders that impose a required observation period between administration of an antihistamine and epinephrine are not recommended, in general, and cannot be delegated. In addition, after epinephrine has been administered emergency medical care MUST be obtained immediately. A 911 call should be placed.

G. Care of Students with Diabetes.

N.J.S.A. 18A:40-12.11-21 addresses the care of the student with diabetes in the school setting. This law requires that district boards of education take specific actions to ensure that students with diabetes are able to manage their disease and balance food, medications, and physical activity while at school or at school-related activities. The purpose of the law is to ensure the health and safety of both the student and the school community while providing support for the student to self-manage his/her diabetes to the fullest extent possible.

1. The School Nurse shall:
   a. Educate the school staff about diabetes, how to recognize and treat hypoglycemia and hyperglycemia and when to call for assistance.
   b. Post, in plain view, a reference sheet identifying signs and symptoms of hypoglycemia in students with diabetes at designated areas of the school building.
   c. Obtain a release from the parent or guardian of a diabetic student authorizing the sharing of medical information between the student's physician or advanced practice nurse and other health care providers. The release shall also authorize the school nurse to share medical information with other staff members of the school district as necessary.
   d. Coordinate the provision of care for the student and to ensure that appropriate personnel are trained, including staff working with school-sponsored programs during the regular school day.
   e. Develop, in consultation with the student's parent or guardian, an individualized healthcare plan and an individualized emergency healthcare plan. This healthcare plan will include the following:
      1) The symptoms of hypoglycemia (low blood sugar) for that student and recommended treatment;
      2) The symptoms of hyperglycemia (high blood sugar) for that student and recommendations for treatment;
      3) The frequency of blood glucose testing;
      4) Written orders from the student’s healthcare provider outlining dosage and indications for insulin administration and the administration of Glucagon, if necessary;
      5) The times of meals and snacks and indications for additional snacks before, during or after exercise;
6) Full participation in exercise and sports and any contraindications or accommodations that must be made for that particular student;
7) Accommodations other school-related activities during the school day;
8) Education of all school personnel who may come in contact with the student about how to recognize and treat hypoglycemia and hyperglycemia and when to call for assistance;
9) Medical and treatment issues that may affect the educational process; and
10) How to maintain communication with the student, the student's parent or guardian, and healthcare team, the school nurse, and educational staff.

H. Emergency Administration of Glucagon.

The school nurse shall have the primary responsibility for the emergency administration of glucagon to a student with diabetes who is experiencing severe hypoglycemia.

1. The school nurse will:
   a. Designate, in consultation with the Board of Education, additional employees of the school district who volunteer to administer Glucagon when the school nurse is not physically present at the scene.
   b. Train these volunteers to administer Glucagon and to follow the protocols established in the student's individualized emergency healthcare plan.

2. Notification to school bus driver: The school district will for each pupil with diabetes whom a school bus driver transports, provide the driver with a notice of the pupil's condition, how to treat hypoglycemia, who to contact in an emergency and parent contact information.

3. The parent/guardian will:
   a. Provide written authorization as provided in a student's individualized healthcare plan to allow the student to attend to the management and care of the student's diabetes if the student has been evaluated and determined to be capable of doing so as reflected in the student's individualized healthcare plan.
   b. Provide written authorization for the emergency administration of glucagon if the students suffer from extreme hypoglycemia.
   c. The parents/guardians sign a statement acknowledging their understanding that if the specified procedures are followed, the district shall have no liability as a result of any injury arising from the emergency administration of glucagon to the student and that the parents/guardians shall indemnify and hold harmless the district, its employees, and agents against any claims arising out of the emergency administration of glucagon to the student.
   d. Supply the School Nurse with a Glucagon Emergency Kit which will be available at all times. The dose of Glucagon is based on the body weight of the child and will be prescribed by the student's physician and added into the student's individualized emergency healthcare plan.

4. Immunity from liability.

   No school employee, including a school nurse, a school bus driver, a school bus aide, or any other officer or agent of a Board of Education, shall be held liable for any good faith act or omission consistent with the provisions of this act, nor shall an action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a P.L. 2009, CHAPTER 131 person trained in good faith by the school nurse pursuant to this act. Good faith shall not include willful misconduct, gross negligence, or recklessness.

5. Possession of Syringes.

   N.J.S.A.18A:40-12.11-21 further stipulates that students with diabetes are permitted to possess and use syringes for the purposes of insulin or Glucagon administration. As described in the student's individualized healthcare plan, the student may perform blood glucose checks, administer insulin, or treat hypoglycemia or hyperglycemia in school, providing that the student has been evaluated and determined to be capable of doing so.
I. Change in Medication/Dosage.
In the event that the physician of the student has ordered a change in medication and/or dosage by telephone to the parent/guardian and/or pharmacy for medication to be administered in school, and in order not to interfere with the medication regime, the following procedure will be followed:
1. The parent/guardian will be required to provide written notification of the change;
2. The school nurse will contact the prescribing physician of the student to confirm the change and will record the date, time of contact, and the specific change;
3. The physician of the student will be advised that a written note detailing the changes is required immediately and may be sent by FAX to the head nurse; and
4. The school nurse may not continue to administer medication longer than five days without a physician’s note on file. Parents will be so advised.

J. Parent/guardian and physician authorizations are effective for the school year for which they are granted and must be renewed for each subsequent school year that the medication is required.

K. The school physician shall be advised of any medications administered to students in school.

L. The school shall provide a secure, locked space for the safe storage of medication.

M. The school nurse shall maintain a record of the name of the student to whom medication may be administered, the prescribing physician or advanced practice nurse, the dosage and timing of medication and a notation of each instance of administration.

N. All medications shall be brought to school by the parent/guardian or adult student and shall be collected at the end of the school year or the end of the period of medication, whichever is earlier, by the parent(s)/guardian(s) or adult student.

Adopted: 02/10
Readopted: 08/14

(Note: Accompanying forms follow this Regulation)
WOODBRIDGE TOWNSHIP SCHOOL DISTRICT
LICENSED HEALTHCARE PROVIDER AUTHORIZATION FOR
STUDENT SELF-ADMINISTRATION OF MEDICATION

Authorizations are effective for one school year only and must be renewed annually.

Please print all information

Name of patient/student: _______________________________________________________

Patient/student’s age: _______________       Patient/student’s grade: _______________

Diagnosis: _________________________________________________________________

Medication to be self-administered: ___________________________________________

Dosage and time of administration:
(If the medication is to be used on a “prn” or “as needed” basis, the dosage should clearly describe the conditions under which the drug is to be used, including a protocol citing specific parameters under which medication should be administered and the extent, if any, to which the amount of medication to be administered may be varied.)

_________________________________________________________________________

_________________________________________________________________________

Possible side effects: _______________________________________________________

_________________________________________________________________________

Other medications the student receives that might enhance, alter, or impact the effects of the ordered medication: __________________________________________________________

_________________________________________________________________________

I, __________________________________________________________

please print

certify that this student ________________________________________________

please print

has a potentially life-threatening illness and is capable of and has been instructed in the proper method of self-administration of medication.

_________________________________________________________________________

Healthcare Provider’s Signature           Date           Healthcare Provider’s Stamp

H159 Revised 2002
WOODBRIDGE TOWNSHIP SCHOOL DISTRICT

AUTHORIZATION BY PARENT AND HEALTHCARE PROVIDER FOR ADMINISTRATION OF MEDICATION IN SCHOOL

Authorizations are effective for one school year only and must be renewed annually.

The administration of medication to a student during school hours will be permitted only when failure to take such medication would jeopardize the health of the student or render the student unable to attend school.

Please print all information

In order to protect the health of ___________________________________________________________, it is necessary for him/her to have the following medication during school hours. This also includes all over-the-counter medications.

Name of Medication: ____________________________

Student’s diagnosis/purpose of medication: ____________________________

Route/dosage/time of administration: ____________________________

How soon can medication be repeated? ____________________________

Length of time prescribed: ____________________________

Possible side effects: ____________________________

Any restrictions the medication might make on the student’s daily activities (e.g., driver’s education, labs, physical education): ____________________________

If the medication is to be used on a “prn” or “as needed” basis, the order should clearly describe the conditions under which the drug is to be used: ____________________________

Other medications student receives that might enhance alter/impact the effects of the ordered medication:

This medication is: Over-the-counter medication: Yes____ No____

Prescription medication: Yes____ No____

Healthcare Provider’s Signature ____________________________ Date ____________ Healthcare Provider’s Stamp ____________________________

I hereby grant permission to the school nurse to distribute medication to my child, ____________________________________________________________, as described above.

Parent/Guardian Signature ____________________________ Date ____________

H160 Revised 2002
WOODBRIDGE TOWNSHIP SCHOOL DISTRICT

HEALTHCARE PROVIDER’S ORDERS FOR
ALLERGY EMERGENCY TREATMENT

Authorizations are effective for one school year only and must be renewed annually.

Student’s name: ________________________________ Birth date: ___________
Grade __________________ Teacher ____________________________

The above student is allergic to: ________________________________

Previous episode of anaphylaxis: ☐ Yes ☐ No
Potential for life threatening allergic reaction: ☐ Yes ☐ No
Asthmatic: ☐ Yes* ☐ No *Higher risk for severe reaction

STEP 1 A: TREATMENT WHEN SCHOOL NURSE PRESENT

<table>
<thead>
<tr>
<th>Symptoms</th>
<th>Give Checked Medication</th>
</tr>
</thead>
<tbody>
<tr>
<td>If there is reasonable suspicion that the student has been stung or ingested the allergen, but NO symptoms</td>
<td>☐ Epinephrine ☐ Antihistamine</td>
</tr>
<tr>
<td>Mouth - Itching, tingling</td>
<td>☐ Epinephrine ☐ Antihistamine</td>
</tr>
<tr>
<td>Swelling of the lips, tongue, mouth</td>
<td>☐ Epinephrine ☐ Antihistamine</td>
</tr>
<tr>
<td>Skin - Hives, itchy rash</td>
<td>☐ Epinephrine ☐ Antihistamine</td>
</tr>
<tr>
<td>Swelling of the face or extremities</td>
<td>☐ Epinephrine ☐ Antihistamine</td>
</tr>
<tr>
<td>Gut - Nausea, abdominal cramps, vomiting, diarrhea</td>
<td>☐ Epinephrine ☐ Antihistamine</td>
</tr>
<tr>
<td>Throat - Tightening of throat, hoarseness, hacking cough</td>
<td>☐ Epinephrine ☐ Antihistamine</td>
</tr>
<tr>
<td>Lung - Shortness of breath, repetitive coughing, wheezing</td>
<td>☐ Epinephrine ☐ Antihistamine</td>
</tr>
<tr>
<td>Heart - Thready pulse, low blood pressure, fainting, pale, blueness</td>
<td>☐ Epinephrine ☐ Antihistamine</td>
</tr>
<tr>
<td>Other</td>
<td>☐ Epinephrine ☐ Antihistamine</td>
</tr>
<tr>
<td>If reaction is progressing (several of the above areas affected) give</td>
<td>☐ Epinephrine ☐ Antihistamine</td>
</tr>
</tbody>
</table>

Dosage
Epinephrine: inject intramuscularly: ☐ EpiPen ☐ EpiPen, Jr. ☐ Other: ___________________________

May repeat Epinephrine _______ minutes after 1st dose or as needed if symptoms continue to progress.

Antihistamine: give (medication, dose, route) __________________________________________

STEP 1B: TREATMENT BY DELEGATE WHEN NURSE NOT PRESENT

☐ Yes ☐ No Epinephrine may be delegated to a trained volunteer.

*Please note- in the absence of a school nurse, a trained delegate will give epinephrine immediately for any symptoms and any antihistamine order will be disregarded.

STEP 1C: TREATMENT BY STUDENT (SELF-ADMINISTRATION)
This student has been trained and is capable of self-administration of the following medication(s) named above:

☐ Epinephrine – single dose unit ☐ Epinephrine & Antihistamine – single dose units

*Under NJ state law, orders for antihistamine alone can not be self-administered

☐ This student may NOT self-administer the above medication(s).

(Continued on reverse side)
STEP 2
1. Call 911 immediately and state that student is having an anaphylactic reaction, then contact parent.
2. Begin CPR if pulse and breath are absent.
3. Make child as comfortable as possible until ambulance arrives.
4. **Child must be transported to emergency room by EMS, even if symptoms have resolved.**

---

Healthcare Provider’s Signature

Date

Healthcare Provider’s Stamp

Regulation #5141.21

Revised 2008

H161
WOODBRIDGE TOWNSHIP SCHOOL DISTRICT

PARENT AUTHORIZATION AND RELEASE FORM FOR
STUDENT SELF-ADMINISTRATION OF MEDICATION

*Authorizations are effective for one school year only and must be renewed annually.*

*Please print all information*

Student' Name:______________________________________________________________

School ___________________________ Grade ______________

Teacher ________________________________________________________________

Pursuant to N.J.S.A. 18A:40-12.3, the Board will permit the self-administration of medication by a student for asthma or other potentially life-threatening illnesses under certain circumstances.

I, parent/guardian of ________________________________, hereby authorize the Board to allow my child to self-administer medication as instructed by my child’s physician because my child has a potentially life-threatening illness.

Along with this authorization, I am providing the Board with a written authorization and certification from my child’s physician state that my child has a potentially life-threatening illness and is capable of and has been instructed I the proper method of self-administration of medication.

The Board has informed me, and I acknowledge, that the Board shall incur no liability as a result of any injury arising from the self-administration of medication by my child and that I shall indemnify and hold harmless the Board and its employees or agents against any claims arising out of the self-administration of medication by my child.

The Board has informed me, and I acknowledge, that my permission is only effective for the _______________ school year and must be renewed for each subsequent school year upon fulfillment of the requirements of the law.

Parent/Guardian Signature ___________________ Date ___________________

H162 Revised 2008
WOODBRIDGE TOWNSHIP SCHOOL DISTRICT

PARENT PERMISSION AND RELEASE FORM FOR EMERGENCY ADMINISTRATION OF MEDICATION

Authorizations are effective for one school year only and must be renewed annually.

Student’s name: _______________________________ Birth date: ________________

Grade _______________ Teacher ________________________________


STUDENTS THAT MAY NOT SELF-ADMINISTER MEDICATION

1. I verify that my child ________________________________ has a potentially life threatening illness and is unable to self-administer the prescribed medication in a life threatening situation. I hereby request the school nurse or delegate, if the school nurse is not present, to administer the prescribed medication to my child. I further acknowledge that the Woodbridge Township School District shall incur no liability as a result of any injury arising from administration of the medication to my child. If procedures specified by NJ law and Woodbridge Township School District Policy are followed, I shall indemnify and hold harmless the Woodbridge Township School District and its employees or agents against any claims arising out of administration of medication to my child.

The following employees are trained designees:


Parent/Guardian Signature ___________________________ Date ________________

(Continued on reverse side)
STUDENTS THAT MAY SELF-ADMINISTER MEDICATION

2. I verify that my child ______________________ has a potentially life threatening illness and has been instructed in the self-administration of the prescribed medication in a life threatening situation. I hereby give permission for my child to self-administer prescribed medication. I further acknowledge that the Woodbridge Township School District shall incur no liability as a result of any injury arising from the self-administration of medication by my child. If procedures specified by NJ law and Woodbridge Township School District policy are followed, I shall indemnify and hold harmless the Woodbridge Township School District and it’s employees or agents against any claims arising out of self administration of medication by my child.

Parent/Guardian Signature

Date

I also understand that this permission is effective for the _____________ school year only, and must be renewed for each subsequent school year.

Parent/Guardian Signature

Date

H163 Revised 2008
WOODBRIDGE TOWNSHIP SCHOOL DISTRICT

P.O. Box 428, School Street
Woodbridge, NJ 07095

Please print all information.

Student's Name: _____________________________________________

School: __________________________ Grade: _______

Teacher: ___________________________________________

RE: CLASS TRIPS (MEDICATION)

Please check the appropriate option when a parent is unable to attend a class trip:

_____ YES, the prescribed dose can be withheld on the day of the class trip.

OR

_____ YES, the time to be given can be adjusted with the parent/guardian.

OR

_____ NO, this medication must be given to the child at the prescribed time.

Explain ____________________________________________________________

Signature of Physician __________________________ Printed Name _______

Physician’s Stamp _______________________________________________

Date _______ Telephone Number ________________________________

RE: HALF DAYS (MEDICATION)

If there is an AM half day (early dismissal):

_____ YES, administer my child's medication as prescribed.

_____ NO, do not administer my child's medication.

If there is a two (2) hour delayed opening:

_____ YES, administer my child's medication as prescribed.

_____ NO, do not administer my child's medication.

__________________ Parent/Guardian Signature _______________ Date ________

H164
Revised 2016
Asthma Treatment Plan – Student Parent Instructions

The PACNJ Asthma Treatment Plan is designed to help you understand the steps necessary for the individual student to achieve the goal of controlled asthma.

1. Parents/Guardians: Before taking this form to your Health Care Provider, complete the top left section with:
   - Child's name
   - Child's date of birth
   - Child's doctor's name & phone number
   - An Emergency Contact person's name & phone number
   - Parent/Guardian's name & phone number

2. Your Health Care Provider will complete the following areas:
   - The effective date of this plan
   - The medicine information for the Healthy, Caution and Emergency sections
   - Your Health Care Provider will check the box next to the medication and check how much and how often to take it
   - Your Health Care Provider may check “OTHER” and:
     - Write in asthma medications not listed on the form
     - Write in additional medications that will control your asthma
     - Write in generic medications in place of the name brand on the form
   - Together you and your Health Care Provider will decide what asthma treatment is best for your child to follow

3. Parents/Guardians & Health Care Providers together will discuss and then complete the following areas:
   - Child's peak flow range in the Healthy, Caution and Emergency sections on the left side of the form
   - Child’s asthma triggers on the right side of the form
   - Permission to Self-administer Medication section at the bottom of the form: Discuss your child’s ability to self-administer the inhaled medications, check the appropriate box, and then both you and your Health Care Provider must sign and date the form

4. Parents/Guardians: After completing the form with your Health Care Provider:
   - Make copies of the Asthma Treatment Plan and give the signed original to your child's school nurse or child care provider
   - Keep a copy easily available at home to help manage your child’s asthma
   - Give copies of the Asthma Treatment Plan to everyone who provides care for your child, for example: babysitters, before/after school program staff, coaches, scout leaders

PARENT AUTHORIZATION

I hereby give permission for my child to receive medication at school as prescribed in the Asthma Treatment Plan. Medication must be provided in its original prescription container properly labeled by a pharmacist or physician. I also give permission for the release and exchange of information between the school nurse and my child’s health care provider concerning my child’s health and medications. In addition, I understand that this information will be shared with school staff on a need to know basis.

Parent/Guardian Signature

Phone

Date

FILL OUT THE SECTION BELOW ONLY IF YOUR HEALTH CARE PROVIDER CHECKED PERMISSION FOR YOUR CHILD TO SELF-ADMINISTER ASTHMA MEDICATION ON THE FRONT OF THIS FORM.

RECOMMENDATIONS ARE EFFECTIVE FOR ONE (1) SCHOOL YEAR ONLY AND MUST BE RENEWED ANNUALLY

☐ I do request that my child be ALLOWED to carry the following medication ___________ for self-administration in school pursuant to N.J.A.C.:6A:16-2.3. I give permission for my child to self-administer medication, as prescribed in this Asthma Treatment Plan for the current school year as I consider him/her to be responsible and capable of transporting, storing and self-administration of the medication. Medication must be kept in its original prescription container. I understand that the school district, agents and its employees shall incur no liability as a result of any condition or injury arising from the self-administration by the student of the medication prescribed on this form. I indemnify and hold harmless the School District, its agents and employees against any claims arising out of self-administration or lack of administration of this medication by the student.

☐ I DO NOT request that my child self-administer his/her asthma medication.

Parent/Guardian Signature

Phone

Date

The Pediatric/Adult Asthma Coalition of New Jersey

"Your Pathway to Asthma Control"

PACNJ approved Plan available at www.pacnj.org

Sponsored by

AMERICAN LUNG ASSOCIATION

IN NEW JERSEY

"The Pediatric/Adult Asthma Coalition of New Jersey is a non-profit organization dedicated to improving the quality of life for individuals with asthma and related conditions through advocacy, education, and research. The Pediatric/Adult Asthma Coalition of New Jersey offers a variety of programs and services to support individuals with asthma and their families, including asthma education, support groups, and advocacy initiatives. The Pediatric/Adult Asthma Coalition of New Jersey is proud to be a member of the American Lung Association in New Jersey and to serve the community by providing valuable resources and support to those affected by asthma and related conditions."
Asthma Treatment Plan – Student

This asthma action plan meets NJ Law N.J.S.A. 18A:40-12.8 (Physician’s Orders)

(Please Print)

Name

Date of Birth

Effective Date

Doctor

Parent/Guardian (if applicable)

Emergency Contact

Phone

Phone

Take daily control medicine(s). Some inhalers may be more effective with a “spacer” – use if directed.

<table>
<thead>
<tr>
<th>MEDICINE</th>
<th>HOW MUCH to take and HOW OFTEN to take it</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advair® HFA □ 45, □ 115, □ 230</td>
<td>2 puffs twice a day</td>
</tr>
<tr>
<td>Aerospin™ □ 80, □ 160</td>
<td>1, □ 2 puffs twice a day</td>
</tr>
<tr>
<td>Alvesco® □ 100, □ 200</td>
<td>2 puffs twice a day</td>
</tr>
<tr>
<td>Flovent® □ 44, □ 110, □ 220</td>
<td>2 puffs twice a day</td>
</tr>
<tr>
<td>Quasar® □ 40, □ 80</td>
<td>1, □ 2 puffs twice a day</td>
</tr>
<tr>
<td>Symbicort® □ 80, □ 160</td>
<td>1, □ 2 puffs twice a day</td>
</tr>
<tr>
<td>Advair Diskus® □ 100, □ 250, □ 500</td>
<td>1 inhalation twice a day</td>
</tr>
<tr>
<td>Asmanex® Twisthaler® □ 110, □ 220</td>
<td>1, □ 2 inhalations once or □ twice a day</td>
</tr>
<tr>
<td>Flovent® Diskus® □ 50, □ 100, □ 250</td>
<td>1 inhalation twice a day</td>
</tr>
<tr>
<td>Pulmicort Flexhaler® □ 60, □ 180</td>
<td>1, □ 2 inhalations once or □ twice a day</td>
</tr>
<tr>
<td>Pulmicort Respules® (Budesonide) □ 0.25, □ 0.5, □ 1.0</td>
<td>1 unit nebulized □ once or □ twice a day</td>
</tr>
<tr>
<td>Singularair® (Montelukast) □ 4, □ 5, □ 10 mg</td>
<td>1 tablet daily</td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

Remember to rinse your mouth after taking inhaled medicine.

If exercise triggers your asthma, take_________ puff(s) _______ minutes before exercise.

Continue daily control medicine(s) and ADD quick-relief medicine(s).

<table>
<thead>
<tr>
<th>MEDICINE</th>
<th>HOW MUCH to take and HOW OFTEN to take it</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albuterol MDI (Pro-air® or Proventil® or Ventolin®)</td>
<td>2 puffs every 4 hours as needed</td>
</tr>
<tr>
<td>Xopenex®</td>
<td>2 puffs every 4 hours as needed</td>
</tr>
<tr>
<td>Albuterol □ 1.25, □ 2.5 mg</td>
<td>1 unit nebulized every 4 hours as needed</td>
</tr>
<tr>
<td>Duoneb®</td>
<td>1 unit nebulized every 4 hours as needed</td>
</tr>
<tr>
<td>Xopenex® (Levalbuterol) □ 0.31, □ 0.63, □ 1.25 mg</td>
<td>1 unit nebulized every 4 hours as needed</td>
</tr>
<tr>
<td>Combivent Respimat®</td>
<td>1 inhalation 4 times a day</td>
</tr>
<tr>
<td>Increase the dose of, or add:</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

If quick-relief medicine is needed more than 2 times a week, except before exercise, then call your doctor.

Take these medicines NOW and CALL 911. Asthma can be a life-threatening illness. Do not wait!

<table>
<thead>
<tr>
<th>MEDICINE</th>
<th>HOW MUCH to take and HOW OFTEN to take it</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albuterol MDI (Pro-air® or Proventil® or Ventolin®)</td>
<td>4 puffs every 20 minutes</td>
</tr>
<tr>
<td>Xopenex®</td>
<td>4 puffs every 20 minutes</td>
</tr>
<tr>
<td>Albuterol □ 1.25, □ 2.5 mg</td>
<td>1 unit nebulized every 20 minutes</td>
</tr>
<tr>
<td>Duoneb®</td>
<td>1 unit nebulized every 20 minutes</td>
</tr>
<tr>
<td>Xopenex® (Levalbuterol) □ 0.31, □ 0.63, □ 1.25 mg</td>
<td>1 unit nebulized every 20 minutes</td>
</tr>
<tr>
<td>Combivent Respimat®</td>
<td>1 inhalation 4 times a day</td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

Permission to Self-administer Medication:

☐ This student is capable and has been instructed in the proper method of self-administering of the non-nebulized inhaled medications named above in accordance with NJ Law.

☐ This student is not approved to self-medicate.

PHYSICIAN/APN/PA SIGNATURE ___________ Physician’s Orders

PARENT/GUARDIAN SIGNATURE ___________

PHYSICIAN STAMP ___________

Make a copy for parent and for physician file, send original to school nurse or child care provider.
WOODBRIDGE TOWNSHIP SCHOOL DISTRICT

DIABETES MEDICAL MANAGEMENT PLAN / INDIVIDUALIZED HEALTHCARE PLAN

Part A: Contact Information must be completed by the parent/guardian.

Part B: Diabetes Medical Management Plan (DMMP) must be completed by the student’s physician or advanced practice nurse and provides the medical “orders” for the student’s care. This section must be signed and dated by the medical practitioner.

Part C: Individualized Healthcare Plan must be completed by the school nurse in consultation with the student’s parent/guardian and healthcare provider. It focuses on services and accommodations needed by the student at school or during school-sponsored activities.

Part D: Authorizations for Services and Sharing of Information must be signed by the parent/guardian and the school nurse.

PART A: Contact Information – This must be completed by the parent/guardian.

Student’s Name: __________________________ Gender ______

Date of Birth: __________________ Date of Diabetes Diagnosis: __________________

Grade: _______ Homeroom Teacher: ______________________________

Mother/Guardian: ______________________________________________________

Address: ______________________________________________________________

Phone Number: Home ___________ Work ___________ Cell ___________

E-mail Address: _________________________________________________________

Father/Guardian: _______________________________________________________

Address: ______________________________________________________________

Phone Number: Home ___________ Work ___________ Cell ___________

E-mail Address: _________________________________________________________

Student’s Physician/Healthcare Provider:

Name: ____________________________ Phone Number: _______________________

Address: ______________________________________________________________

Emergency Contact Name: _______________________________________________

Relationship to student: _________________________________________________

Phone Number: Home ___________ Work ___________ Cell ____________
Part B: Diabetes Medical Management Plan. This section must be completed by the student’s physician or advanced practice nurse and provides the medical “orders” for the student’s care. This section must be signed and dated by the medical practitioner. The information in the DMMP is used to develop the IHP and the IEHP.

Student’s Name: ____________________________________________________________

Effective Dates of Plan: ___________________________________________________

Physical Condition: □ Diabetes type 1 □ Diabetes type 2

1. Blood Glucose Monitoring

Target range for blood glucose is □ 70-150 □ 70-180 □ Other ____________

Usual times to check blood glucose __________________________________________

Times to do extra blood glucose checks (check all that apply)

□ Before exercise
□ After exercise
□ When student exhibits symptoms of hyperglycemia
□ When student exhibits symptoms of hypoglycemia
□ Other (explain): __________________________________________________________

Can student perform own blood glucose checks? □ Yes □ No

□ Exceptions: __________________________________________________________________

Type of blood glucose meter used by the student: ________________________________

___________________________________________________________________________

2. Insulin: Usual Lunchtime Dose

Base dose of Humalog/Novolog /Regular insulin at lunch

□ Rapid-/short-acting insulin used) is ________________ units or
□ Flexible dosing using ___________ units/ __________ grams carbohydrate.

Use of other insulin at lunch: (check type of insulin used):

□ Intermediate/NPH/lente _____________ units or
□ Basal/Lantus/Ultralente _____________ units.
3. **Insulin Correction Doses**

Authorization from the student’s physician or advanced practice nurse must be obtained before administering a correction dose for high blood glucose levels except as noted below. Changes must be faxed to the school nurse at ____________________________

<table>
<thead>
<tr>
<th>Glucose levels:</th>
<th>□ Yes</th>
<th>□ No</th>
</tr>
</thead>
<tbody>
<tr>
<td>______ Units if blood glucose is ______ to ______ mg/dl</td>
<td></td>
<td></td>
</tr>
<tr>
<td>______ Units if blood glucose is ______ to ______ mg/dl</td>
<td></td>
<td></td>
</tr>
<tr>
<td>______ Units if blood glucose is ______ to ______ mg/dl</td>
<td></td>
<td></td>
</tr>
<tr>
<td>______ Units if blood glucose is ______ to ______ mg/dl</td>
<td></td>
<td></td>
</tr>
<tr>
<td>______ Units if blood glucose is ______ to ______ mg/dl</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Can student give own injection? □ Yes □ No

Can student determine correct amount of insulin? □ Yes □ No

Can student draw correct dose of insulin? □ Yes □ No

If parameters outlined above do not apply in a given circumstance:

a. Call parent/guardian and request immediate faxed order from the student’s physician/healthcare provider to adjust dosage.

b. If the student’s healthcare provider is not available, consult with the school physician for immediate actions to be taken.

4. **Students with Insulin Pumps**

Type of pump: ___________________ Basal rates: _______ 12 am to _______

| _______ ______ to ________ |
| _______ ______ to ________ |

Type of insulin in pump: ________________________________

Type of infusion set: ________________________________

Insulin/carbohydrate ratio: _______ Correction factor: _______
**Student Pump Abilities/Skills**

<table>
<thead>
<tr>
<th>Task</th>
<th>Needs Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Count carbohydrates</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Bolus correct amount for carbohydrates consumed</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Calculate and administer corrective bolus</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Calculate and set basal profiles</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Calculate and set temporary basal rate</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Disconnect pump</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Reconnect pump at infusion set</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Prepare reservoir and tubing</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Insert infusion set</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Troubleshoot alarms and malfunctions</td>
<td>□ Yes □ No</td>
</tr>
</tbody>
</table>

**5. Students Taking Oral Diabetes Medications**

- Type of medication: ________________________ Timing: ____________________
- Other medications: ________________________ Timing: ____________________

**6. Meals and Snacks Eaten at School**

Is student independent in carbohydrate calculations and management? □ Yes □ No

<table>
<thead>
<tr>
<th>Meal/Snack</th>
<th>Time</th>
<th>Food content/amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mid-morning Snack</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mid-afternoon Snack</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Snack before exercise? □ Yes □ No    Snack after exercise? □ Yes □ No

Other times to give snacks and content/amount: ______________________________

Preferred snack foods: ______________________________

Foods to avoid, if any: ______________________________

Instructions for class parties and food-consuming events: ______________________________
7. Exercise and Sports

A fast-acting carbohydrate such as ____________________________ should be available at the site of exercise or sports.

Restrictions on physical activity: ________________________________

Student should not exercise if blood glucose level is below _____________________ mg/dl or above ______________________ mg/dl or if moderate to large urine ketones are present.

8. Hypoglycemia (Low Blood Sugar)

Usual symptoms of hypoglycemia: ________________________________

Treatment of hypoglycemia: ________________________________

Hypoglycemia: Glucagon Administration

Glucagon should be given if the student is unconscious, having a seizure (convulsion), or unable to swallow. If glucagon is required and the school nurse is not physically available to administer it, the student’s delegate is:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Glucagon Dosage ________________________________

Preferred site for glucagon injection:  □  Arm  □  Thigh  □  Buttock

Once administered, call 911 and notify the parent/guardian.

9. Hyperglycemia (High Blood Sugar)

Usual symptoms of hyperglycemia: ________________________________

Treatment of hyperglycemia: ________________________________

Urine should be checked for ketones when blood glucose level is above ______________ mg/dl.

Treatment for ketones: ________________________________
10. Diabetes Care Supplies

While in school or at school-sponsored activities, the student is required to carry the following diabetic supplies (check all that apply):

- [ ] Blood glucose meter, blood glucose test strips, batteries for meter
- [ ] Lancet device, lancets, gloves
- [ ] Urine ketone strips
- [ ] Insulin pump and supplies
- [ ] Insulin pen, pen needles, insulin cartridges, syringes
- [ ] Fast-acting source of glucose
- [ ] Carbohydrate containing snack
- [ ] Glucagon emergency kit
- [ ] Bottled Water
- [ ] Other (please specify) ____________________________

This Diabetes Medical Management Plan has been approved by:

_________________________________________  ___________________________
Signature: Student’s Physician/Healthcare Provider    Date

Student’s Physician/Healthcare Provider Contact Information:

Name:__________________________________________

Address:________________________________________

Phone Number:__________________________________

This Diabetes Medical Management Plan has been reviewed by: School Nurse

__________________________________________
Print School Nurse’s Name

__________________________________________  ___________________________
School Nurse’s Signature    Date
**PART C: individualized Healthcare Plan.** This must be completed by the school nurse in consultation with the student’s parent/guardian and healthcare provider. It focuses on services and accommodations needed by the student at school or during school-sponsored activities. It uses the nursing process to document needed services. This plan should reflect the order outlines in the diabetes Medical Management Plan.

### Sample Individualized Healthcare Plan

**Services and Accommodations at School and School-Sponsored Events**

<table>
<thead>
<tr>
<th>Student’s Name:</th>
<th>Date of Birth:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Phone Number:</td>
</tr>
<tr>
<td>Grade:</td>
<td>Homeroom Teacher:</td>
</tr>
<tr>
<td>Parent/Guardian:</td>
<td></td>
</tr>
<tr>
<td>Physician/Healthcare Provider:</td>
<td></td>
</tr>
<tr>
<td>Date IHP Initiated:</td>
<td></td>
</tr>
<tr>
<td>Dates Amended or Revised:</td>
<td></td>
</tr>
<tr>
<td>IHP developed by:</td>
<td></td>
</tr>
<tr>
<td>Does this student have an IEP?</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>If yes, who is the student’s case manager?</td>
<td></td>
</tr>
<tr>
<td>Does this student have a 504 Plan?</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>Does this student have glucagon designees?</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>If yes, name and phone number:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Data</th>
<th>Nursing Diagnosis</th>
<th>Student Goals</th>
<th>Nursing Interventions and Services</th>
<th>Expected Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This Individualized Healthcare Plan has been developed by:

______________________________

*Print School Nurse’s Name*

______________________________

*School Nurse’s Signature*  
*Date*
PART D. Authorization for Services and Release of Information

Permission for Care
I give permission to the school nurse to perform and carry out the diabetes care tasks outlined in the Diabetes Medical Management Plan (DMMP), Individualized Health Care Plan (IHP), and Individualized Emergency Health Care Plan (IEHP) designed for my child.
I understand that no school employee, including a school nurse, a school bus driver, a school bus aide, or any other officer or agent of a board of education, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12-11-21.

Print Student’s Name

Print – Parent/Guardian Name

Signature – Parent/Guardian __________________________ Date __________________________

Permission for Glucagon Delegate
I give permission to __________________________
to serve as the trained glucagon delegate(s) for my child in the event that the school nurse is not physically present at the scene. I understand that no school employee, including a school nurse, a school bus driver, a school bus aide, or any other officer or agent of a board of education, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A.18A:40-12-11-21.

Print Student’s Name

Print – Parent/Guardian Name

Signature – Parent/Guardian __________________________ Date __________________________

Note: A student may have more than one delegate in which case, this needs to be signed for each delegate.

Release of Information
I authorize the sharing of medical information about my child between my child’s physician or advanced practice nurse and other health care providers in the school.
I also consent to the release of information contained in this plan to school personnel who have responsibility for or contact with my child, and who may need to know this information to maintain my child’s health and safety.

Print Student’s Name

Print – Parent/Guardian Name

Signature – Parent/Guardian __________________________ Date __________________________
WOODBRIDGE TOWNSHIP SCHOOL DISTRICT

AUTHORIZATION FOR GLUCAGON ADMINISTRATION
BY NON-NURSE SCHOOL PERSONNEL

STUDENT’S NAME: ___________________________ DATE OF BIRTH: ________________

PARENT/GUARDIAN: __________________________________________________________

AUTHORIZED SCHOOL PERSONNEL: ______________________________________________

I, ________________________________
(Print name of Parent/Guardian)

hereby authorize ________________________________
(Print name of Authorized School Personnel)

to administer glucagon in an emergency for my child,

______________________________
(Print Student’s name)

Training to administer glucagon must comply with N.J.S.A. 18A:40-12.11-21 and be carried out by a physician, physician’s assistant, advanced practice registered nurse, or registered nurse for the exclusive purpose of providing emergency care in the absence of my child’s school nurse teacher.

Once training is completed appropriately, ________________________________
(Authorized School Personnel)

will be authorized to administer glucagon to my child in the event of a hypoglycemic emergency in the absence of my child’s school nurse teacher. This information should be included in my child’s individualized emergency care plan which is monitored by his/her school nurse teacher.

_________________________________   ________________________
Signature – Parent/Guardian           Date
I certify that the following employee has been trained to administer glucagon in accordance with the “GLUCAGON EMERGENCY ADMINISTRATION TRAINING TOOL” and is competent to respond appropriately in the event of such an emergency.

Printed name of School Nurse/Trainer

Signature of School Nurse/Trainer  Date

Printed name of School Administrator

Signature of School Administrator  Date

I certify that I have received the training outlined above and believe that I am competent to provide emergency assistance to a student experiencing severe hypoglycemia. I understand that if I have any questions or learn of any changes in the physician’s written orders for the student, I will immediately contact the school nurse and/or district administrator. If for any reason I feel that I am not adequately trained, need a review, or do not wish to continue to provide this assistance for any reason, I agree to immediately notify the school nurse or district administrator.

Printed name of Volunteer Trained Personnel

Signature of Volunteer Trained Personnel  Date
NAME OF VOLUNTEER PERSONNEL: ________________________________

SCHOOL: ________________________________

This document identifies you as a school employee who has volunteered to provide emergency medical assistance to students with diabetes who are experiencing severe hypoglycemia. This Certification of Training in Glucagon Administration for Volunteer Personnel in Schools provides documentation that you have received the “Glucagon Emergency Administration Training Tool” training by a registered nurse or physician demonstrated competency in carrying out the related procedures, and are adequately prepared to perform such duties in the case of a hypoglycemic emergency. This certification must be renewed on an annual basis, at minimum, with the opportunity to review procedures more frequently if requested or deemed necessary.

**Hypoglycemia and Glucagon Administration Skills Checklist**

<table>
<thead>
<tr>
<th>KNOWLEDGE SETS</th>
<th>Date</th>
<th>Demonstrated Competency</th>
<th>Date</th>
<th>Demonstrated Competency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describes importance of blood glucose control</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reviews symptoms of hypoglycemia (mild, moderate, severe)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identifies treatment based on symptoms (mild, moderate, severe)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identifies treatment supplies (fast-acting glucose, carbohydrate/protein appropriate snacks, glucagon kit)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>States purpose of glucagon and when it should be used</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Understands side effects of glucagon</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SKILL SETS – ADMINISTERING GLUCAGON**

<table>
<thead>
<tr>
<th>SKILL SETS</th>
<th>Date</th>
<th>Demonstrated Competency</th>
<th>Date</th>
<th>Demonstrated Competency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knows when to call 911</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Positions student on side</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrates proper preparation of glucagon solution</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrates proper injection technique (clean site, inject at 90°, apply pressure)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knows to keep student on side and remain with students until EMS assumes control.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrates understanding of the Good Samaritan Law</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ADMINISTRATION MEDICATION

PARENT RELEASE AND INDEMNIFICATION

Student’s Name________________________________________ D.O.B. _________ Date__________

Student has had “A DOCUMENTED EPISODE OF ANAPHYLAXIS”: Yes____ Date: __________ No____

Other medication/condition which may cause an adverse effect: (e.g. Asthma/RAD)____________________

Asthma Action Plan on file in school health office: Yes_____ No____

TO BE COMPLETED BY PHYSICIAN:

Administer the prescribed medication (check all that apply):

_____ If stung by_______________________________________________________________

_____ After ingesting__________________________________________________________

_____ After exposure to _________________________________________________________

To be completed by Parent/Guardian:

I request that my child be given the medication described in the manner above at school by the school nurse or delegate. If my child is authorized to self-administer I, as his/her parent, will be aware of the expiration date and renew the injector when needed. I relieve the___________Board of Education and its employees of any liability that may result from the administration of the above medication to my child, or from self-administration when certified by the physician.

Parent/Guardian Signature:________________________________________ Date: ______________

Home Phone:______________________________________________

Alternate Phone:__________________________________________

Physician’s Signature:________________________________________ Date: ______________

Physician’s Stamp:
ADMINISTRATION OF MEDICATION (regulation continued)

When school nurse is not present:

In the event that the school nurse is unavailable, the EPI PEN auto-injector will be administered by the school delegate pursuant to statute. The school delegate is not permitted to give Benadryl prior to administering the EPI PEN.

Parent initial: ___________

When school nurse is present (check if allowable):

____ Immediately give EPI-PEN auto-injector _____ (junior)_____ (adult) whether or not symptoms are present.

If EPI-PEN auto-injector is prescribed (check all that apply):

_____ Student may not self-administer.
_____ Student is capable of self-administration, has been instructed in its use, and may self-administer EPI-PEN auto-injector.

**If EPI-PEN is given, EMS will be contacted immediately **

_____ Give Benadryl p.o.(dose)_____________ and observe student for up to 30 minutes followed by EPI-PEN auto- injector_____ (junior)_____ (adult) if the following designated symptoms occur:

_____ Mouth: itching and/or swelling of lips, tongue, or mouth
_____ Throat: itching and/or sense of tightness in throat, hoarseness, hacking cough, and/or difficulty swallowing
_____ Skin: itching, hives, rash and/or swelling in any area of the body
_____ Gut: nausea, vomiting, abdominal cramps, and/or diarrhea
_____ Lung: shortness of breath, sense of tightness
_____ Heart: rapid or weak pulse, dizziness and/or fainting
_____ Other: _________________________________________________________________

MEDICATION AUTHORIZATION FOR SEVERE ALLERGIC REACTION ACCORDING TO the newly AMMENDED AND SUPPLEMENTED P.L 1993.C308 AND P.L. 1997, C38 FOR SCHOOL YEAR ____________________ GRADE ________________

Signature: _____________________________

(Parent/Guardian)

NJSBA review/Update: 11/08
Adopted: 08/14
SELF-MEDICATION PERMISSION FORM

Student Name________________________________________ Date of Birth____________________________

Name of School_____________________________________________________________________________

Effective for School Year____________________________________________________________________

PHYSICIAN CERTIFICATION

I certify that the above named student has asthma, diabetes, or anaphylactic reaction to insect bites.

DIAGNOSIS_______________________________________________________________________________

MEDICATION TO BE SELF-ADMINISTERED_____________________________________________________

DOSAGE__________________________________

FREQUENCY____________________________________

LENGTH OF TIME ________________________________________ (not to exceed end of current school year)

I certify that the above-named student is capable of and has been instructed in the proper method of self-administration of the medication prescribed above.

PHYSICIAN NAME (Print) __________________________________________ PHONE #__________________

PHYSICIAN NAME SIGNATURE____________________________________ DATE____________________

PARENT/GUARDIAN PERMISSION

As the parent/guardian of the above-named student, I hereby give permission for my child to self-administer his/her medication as prescribed by the above-signed physician.

PARENT/GUARDIAN NAME (Print) ____________________________________________________________

PARENT/GUARDIAN SIGNATURE_________________________________ DATE____________________

RELEASE

I, the parent/guardian of _________________________________________________________________, have previously advised the ________ Board of Education that my child has ______________________________. This illness/condition does require that he/she take medication. My son/daughter is capable of administering the above-prescribed medication and has been instructed in the proper method of taking the medication by himself/herself.
I hereby authorize the ________ Board of Education to allow my child to self-administer this medication. Representatives of the board of education have advised me that the board shall not be responsible for any liability or resulting injury to my son/daughter arising from the self-administration of medication. I hereby agree to indemnify and hold harmless the __________ Board of Education, its agents, servants and/or employees from any liability relating to or resulting from the self-administration of medication by my child.

Parent Signature________________________________________ Date____________________________
WOODBRIDGE TOWNSHIP BOARD OF EDUCATION FILE CODE: 5141.21
Woodbridge, New Jersey

Form

MEDICATION ADMINISTRATION ORDER/PERMISSION FORM

Student's Name___________________________________ Date of Birth_____________________________

Diagnosis_______________________________________________________________________________

Name of drug/medication___________________________________________________________________

Dosage to be given________________________________________________________________________

Time to be given__________________________________________________________________________

Purpose of medication______________________________________________________________________

Duration of therapy_______________________________________________________________________

Anticipated adverse reactions_______________________________________________________________

___________________________________________________________________
ADMINISTERING MEDICATION (continued)

We give our permission for the above drug/medication to be administered to this student by the school nurse.

Attending Physician's
Signature______________________________________________________________

Date_________________________________

Parent
Signature______________________________________________________________

Date_________________________________

Approved by school chief medical officer Yes _________ No__________

Signature______________________________________________________________

Date_________________________________
ADMINISTERING MEDICATION

GENERAL STATEMENT

The administration of medication to students during the school day or at a school function or activity shall be governed by board policy and regulations and allowed only when the student's attendance is contingent on such arrangement. The regulations apply to both prescription and nonprescription medicines, including, but not limited to, aspirin, hay fever tablets, and cough preparations.

All medicines shall be kept by the school nurse, except in specific, required and approved instances of self-medication.

STAFF RESPONSIBLE

The following chart lists the staff members responsible for the implementation of the regulation and summarizes their responsibilities:

<table>
<thead>
<tr>
<th>Position</th>
<th>Summary of Main Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief school administrator</td>
<td>• General policy procedure oversight within the district</td>
</tr>
<tr>
<td>Building principal</td>
<td>• General procedure oversight within the school</td>
</tr>
<tr>
<td>School Nurse</td>
<td>• Oversight of the student's physical wellbeing</td>
</tr>
<tr>
<td></td>
<td>• Receive and maintain all parent and physician authorization documentation and verify annually</td>
</tr>
<tr>
<td></td>
<td>• Administer medication</td>
</tr>
<tr>
<td></td>
<td>• Ensure the safe storage of medication</td>
</tr>
<tr>
<td></td>
<td>• Ensured the safe disposal of medication</td>
</tr>
<tr>
<td></td>
<td>• Maintain the school health records</td>
</tr>
<tr>
<td></td>
<td>• Appoint and train designees to administer epinephrine in an emergency</td>
</tr>
<tr>
<td>Designated Teaching and support staff</td>
<td>• Receive training from the school nurse and/or another entity/entities as needed for the safe supervision of students with potentially life threatening conditions</td>
</tr>
</tbody>
</table>

DEFINITIONS

"Individualized health care plan” means a document developed by the school nurse, in consultation with the parent or guardian of a student and other appropriate medical professionals setting out the health services needed by the student at school and is signed by the parent or guardian and the school nurse.

"Individualized emergency health care plan” means a document, developed by the school nurse in consultation with the parents, which is consistent with the recommendations of the student's health care providers and which outlines a set of procedural guidelines that provide specific directions about what to do in a particular emergency situation and is signed by the parent and school nurse.

"Asthma treatment plan” means a form approved by the Commissioner and completed by the medical home that is specifically designed to indicate differentiated symptoms and appropriate action to be taken by school staff to manage the care of a student who suffers from asthma-related illnesses. The asthma treatment plan shall serve as an accompaniment to the student's Individualized Healthcare Plan.

"Medication” means a drug approved by the Federal Food and Drug Administration for preventing, caring for,
and assisting in the cure of disease and injury that has a written order from a physician licensed in medicine, dentistry or osteopathy, or from an advanced practice nurse. Medication does not include herbal remedies.

"Parent" means the natural parent(s), adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a student. When parents are separated or divorced, "parent" means the person or agency that has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.

"School grounds" means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider. School grounds also includes school buses, school-sponsored functions, structures that support the buildings, such as school district wastewater treatment facilities; generating facilities; and other central service facilities including, but not limited to, kitchens and maintenance shops. School grounds also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and recreational places owned by municipalities, private entities or other individuals during times when the school district has exclusive use of a portion of the land.

"School function" means any activity, event or program occurring on or off school grounds, whether during or outside of regular school hours, that is organized, supported and approved by the school building principal and the board of education.

"Standing orders" means directives and protocols written by the school physician to carry out medical procedures for all students and staff.

"Written order" means a directive and protocol written by the student’s medical home to address a healthcare need or provide a medical service for a specific student.

PROCEDURES

Administration of Medication - Generally

A. Except as otherwise authorized by state statute, state code, board policy or regulation, the school nurse shall oversee the administration of epinephrine, hydrocortisone sodium succinate for adrenal insufficiency and other medication in the schools or at a school function. Authority for any person other than the school nurse to administer medication to a student in school or at a school function shall only be granted in compliance with this with this policy 5141.21, Administering Medication, and this regulation. The administration of medication to students at school or a school function is authorized for the following individuals:

1. School physician;
2. Certified school nurse;
3. Noncertified nurse under the supervision of the certified school nurse;
4. Substitute school nurse employed by the school district;
5. Parent of the student;
6. Student approved to self-administer medication;
7. School employees who volunteer to be trained to administer epinephrine in an emergency; and
8. School employees who volunteer to be trained to administer glucagon; and
9. School employees who volunteer to be trained to administer hydrocortisone sodium succinate for adrenal insufficiency.

B. The school nurse may, in compliance with state statute, regulation, and professional nursing practice standards, delegate the administration of medication to individuals who are properly licensed and/or certified to administer medication. In all cases of delegation, the school nurse shall direct and supervise the health services activities of any school staff to whom the certified school nurse has delegated a nursing task;

C. In consultation with the board of education, the school nurse shall designate additional employees who
volunteer to administer epinephrine, via a pre-filled auto-injector mechanism, to a pupil for anaphylaxis
when the school nurse is not physically present at the scene or in the event of an emergency. In all
cases, the school nurse shall document the administration of epinephrine and any other medication,
including obtaining all necessary signatures, regardless of the individual who actually administered the
medication. In the event that a licensed athletic trainer volunteers to administer epinephrine, it shall not
constitute a violation of the “Athletic Training Licensure Act;”

D. In consultation with the board of education, the school nurse shall designate additional employees who
volunteer to administer hydrocortisone sodium succinate to a student for adrenal insufficiency when the
school nurse is not physically present at the scene. In all cases, the school nurse shall document the
administration of hydrocortisone sodium succinate and any other medication, including obtaining all
necessary signatures, regardless of the individual who actually administered the medication. In the event
that a licensed athletic trainer volunteers to administer hydrocortisone sodium succinate, it shall not
constitute a violation of the "Athletic Training Licensure Act;"

E. The board shall designate employees (“designated employee” or “designated employees”) to administer
the opioid antidote, naloxone hydrochloride, who shall be authorized to administer the antidote only after
receiving training on standardized protocols for the administration of the opioid antidote and information
regarding overdose prevention pursuant to the Overdose Prevention Act. (P.L.2013, c. 46);

F. In all cases of staff volunteering to administer epinephrine, the school nurse shall:
   1. Ensure the designees have been properly trained in the administration of the epinephrine via a pre-
      filled auto-injector mechanism using standardized training protocols established by the Department of
      Education in consultation with the Department of Health and maintain appropriate documentation of
      such training;
   2. Obtain written parental consent to the administration of the epinephrine via a pre-filled auto-injector
      mechanism by the designees;
   3. Inform the parents, in writing, that the district and its employees or agents or the nonpublic school and
      its employees and agents shall have no liability as a result of any injury arising from the
      administration of the epinephrine to the pupil;
   4. Obtain written acknowledgment from the parents confirming their understanding that the district or
      nonpublic school shall have no liability as a result of any injury arising from the administration of the
      epinephrine via a pre-filled auto-injector mechanism to the pupil and that the parents or guardians
      shall indemnify and hold harmless the district and its employees or agents against any claims arising
      out of the administration of the epinephrine via a pre-filled auto-injector mechanism to the pupil;
   5. Inform the parents, in writing, that consent is valid and effective only for the school year (including any
      extended school year program) in which it is granted, and must be renewed for each successive
      school year;
   6. In the event of an emergency, the lack of parental consent shall not be deemed to prohibit the
      administration of epinephrine via a pre-filled auto-injector mechanism to a pupil for anaphylaxis by the
      school nurse or other designated employees when the pupil is authorized to self-administer
      epinephrine, or when there is a coexisting diagnosis of asthma, or when a prescription is received
      from a licensed health care professional for epinephrine coupled with another form of medication.

G. In all cases of staff volunteering to administer hydrocortisone sodium succinate for adrenal insufficiency to
a student, the school nurse shall:
   1. Ensure the designees have been properly trained in the administration of hydrocortisone sodium
      succinate using standardized training protocols established by the Department of Education in
      consultation with the Department of Health;
   2. Obtain written parental consent to the administration of hydrocortisone sodium succinate by the
      designees;
   3. Inform the parents, in writing, that the district and its employees or agents shall have no liability as a
      result of any injury arising from the administration of hydrocortisone sodium succinate to the student;
   4. Obtain written acknowledgment from the parents confirming their understanding that the district shall
      have no liability as a result of any injury arising from the administration of hydrocortisone sodium
succinate to the student for adrenal insufficiency and that the parents or guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of hydrocortisone sodium succinate to the student; and

5. Inform the parents, in writing, that consent is valid and effective only for the school year (including any extended school year program) in which it is granted, and must be renewed for each successive school year in accordance with requirements 1-4 in this section.

Nothing in this section shall be construed to prohibit the emergency administration of hydrocortisone sodium succinate to a student for adrenal insufficiency by the school nurse or other employees designated when the student is authorized to self-administer hydrocortisone sodium succinate.

H. In all cases of staff volunteering to the opioid antidote naloxone hydrochloride to a student, the school nurse shall:

1. Ensure that the designated employees or volunteers receive training on standardized protocols for the administration of the opioid antidote and information regarding overdose prevention pursuant to the Overdose Prevention Act. (P.L.2013, c. 46). The policy guidelines developed by the New Jersey Department of Education in consultation with the New Jersey Department of Human Services shall specify an appropriate entity or entities to provide the training;

2. Ensure written notification of the board opioid overdose policy shall be distributed annually to parents/guardians and adult students. The notification shall inform parents/guardians and adult students that the board authorizes the certified school nurse or other appropriately licensed school health professionals as well as designed employees to administer the opioid antidote;

I. In the absence of an emergency, in order for the school nurse to administer medication to a student at school or during a school function, a parent must both submit a request and provide authorization to the district. The school nurse shall maintain appropriate confidentiality of all documentation related to any request to administer medication. A parent’s request and authorization for administration of medication during the school day or during a school function shall be made in writing to the school nurse. The request/authorization must be signed and dated by the parent. The request shall include a written statement by the student’s physician certifying the need for the administration of the medication and including the following:

1. Name of student;
2. Date;
3. Name of the medication;
4. Dosage;
5. Diagnosis;
6. Purpose of medication;
7. Time medication should be administered and dosage;
8. Duration of medication administration;
9. Possible side effects;
10. Statement that medication must be administered during school day or during school activity or function in order for student to be able to attend or benefit from the instruction or services being provided by the school district (see Exhibit 1, Physician Authorization Form).

J. Where the parent request and authorization for administration of medication has been reviewed and approved by the nurse, it must then be submitted to the building principal for his/her written approval prior to the initial administration of the medication;

K. In the event of a school function which the school nurse or appropriately certified and authorized employee cannot attend, a student’s parent shall be notified reasonably in advance of the activity and may be permitted to attend and administer the medication if the student will require medication that is not subject to the self-administration provisions of these regulations. If a parent is unavailable to attend, the district shall not exclude the student from the activity solely due to the student’s medication needs and shall obtain consent from the parent to arrange for a suitable accommodation. In seeking to arrange a suitable accommodation, parental consent is required prior to speaking to the student’s physician or any
other healthcare provider;

L. In the event of an emergency requiring an unscheduled administration of the student's medication, the school nurse shall implement procedures from the student's individual emergency health care plan, as applicable;

M. The school nurse shall maintain complete and accurate records of all parent and physician requests and authorization documentation;

N. The school nurse shall maintain complete and accurate records regarding all instances of administration of medication to students. Such records shall include all requests, authorizations and certifications referred to in these regulations; all necessary approvals for administration; a record of all instances of administration of medication and reported side effects; and the precise circumstances of disposal of unused medication;

O. No school employee, officer, or other agent of the board of education, who administers a prescription under a standing protocol for school epinephrine, in compliance with all applicable standards, shall be held liable for any good faith act or omission, nor shall an action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person designated in good faith by the school nurse. Good faith shall not include willful misconduct, gross negligence or recklessness.

**Administration of Medication by Student**

A. Self-administration of medication by a student may only be permitted for asthma, a life-threatening allergic reaction, or potentially life-threatening illnesses, or adrenal insufficiency. A parent's/guardian's request to allow a student to self-administer medication, during the school day or during a school function or activity, must be made in writing in accordance with the rules for administration as listed above. In addition, the written request must include the following:

1. For minor students, authorization by the parent for the self-administration of medication; and
2. Written certification from the student's physician that the student has asthma, a life-threatening allergic reaction, or potentially life-threatening illnesses, or adrenal insufficiency and is capable of, and has been instructed in, the proper method of self-administration of medication;
3. The requesting parent/guardian shall be advised that:
   a. The district and its employees or agents shall incur no liability as a result of any injury arising from the student's self-administration of medication; and
   b. That the parents shall indemnify and hold harmless the district, its employees or agents against any claims arising out of the student's self-administration of medication.
   c. The school nurse shall obtain written confirmation of parental receipt of the aforementioned notice (see Exhibit 2, Self-Administration of Medication Release Form).

B. Permission to self-administer medication shall be effective only for the school year for which it is granted and may only be renewed for each subsequent year upon fulfillment of the district's requirements set forth above;

C. No student may possess medication for self-administration without having the written permission of the parent and the authorization of their physician to self-administer. A copy of such permission and authorization shall be maintained in the school nurse's office;

D. Students who have permission to self-administer medication shall keep the medication, in its original container, in their possession. The student must secure the medication in a manner which ensures it will not be available to others and must properly dispose of spoiled or partially dispensed portions of the medication and the tools or instruments used to dispense same;

E. If reasonably possible, the student shall self-administer medication in the nurse's presence. The student must promptly make a report of such administration and any side effects to the teaching staff member
ADMINISTERING MEDICATION (regulation continued)

who is supervising the school activity. It shall be that individual’s duty to promptly report the self-administration and any side effects to the school nurse;

F. The chief school administrator after consultation with the school physician, and school nurse, the student, and, for a minor student, the student’s parent/guardian, may revoke medication self-administration authorization should the student be observed to improperly use or dispose of said medication(s) or otherwise violate this regulation, policy 5141.21 Administering Medication, or other tenets of the agreement to self-medicate. The school nurse shall advise the student, parent/guardian and prescribing physician of such revocation.

G. The possession and use of syringes consistent with the purposes of this policy and regulation shall not be considered a violation of applicable code of student conduct provisions that may otherwise restrict or prohibit such possession and use.

H. A student’s school choice shall not be restricted because that student has diabetes.

Nebulizers

A. There will be a nebulizer in the main office of the school, the nurse’s office or similar accessible location, in accordance with the school physician’s standing orders;

B. Each school nurse shall be authorized to administer asthma medication through the nebulizer upon receipt of written authorization of the parent and physician certification authorizing the use, prescribing the dosage, time intervals and duration of use of nebulizer;

C. Each school nurse shall have training in airway management and in the use of nebulizers and inhalers in accordance with national standards including, but not limited to, those of the National Institutes of Health and the American Academy of Allergy, Asthma and Immunology;

D. The school nurse shall ensure that each student authorized to use asthma medication through a nebulizer shall:

1. Meet all the requirements enumerated in the Administration of Medication section of this regulation;
2. Have an asthma treatment plan developed by the student’s physician or medical home that identifies the student’s asthma triggers and the course of treatment. The asthma treatment plan must be submitted to the certified school who shall retain such plan in the student’s medical records.
3. Have an individualized health care plan developed by the school nurse that meets the student’s medical needs while at school or a school function. The treatment plan shall also be included in the student’s individualized emergency healthcare plan;

E. The school nurse shall ensure that each student authorized to self-administer asthma medication through a nebulizer shall:

1. Meet all the requirements enumerated in the Self-Administration of Medication section of this regulation;
2. Have an asthma treatment plan developed by the student’s physician that identifies the student’s asthma triggers.
3. Have an individualized health care plan developed and annually updated, by the school nurse that meets the student’s medical needs while at school or a school sponsored event. The school nurse shall also update appropriate school staff as needed.
4. Have an individualized emergency health care plan, developed and annually updated by the school nurse, that meets the student’s medical needs while at school or a school function. The school nurse shall also update school staff who have supervisory authority over the student as needed.

Diabetes

A. Each school nurse shall develop an individual health care plan and an individualized emergency health care plan for each student with diabetes;
ADMINISTERING MEDICATION (regulation continued)

care plan for students whose parents inform the school nurse of the student’s need for diabetic care while at school or a school function.

B. The school nurse is authorized to administer medication to student with diabetes upon annual receipt of written authorization of the parent and the certification from the student’s physician authorizing the use, prescribing the dosage, time intervals and duration of the medications administration;

C. The school nurse shall ensure that each student who has been parentally authorized to use medication for diabetes:

1. Has a written parental request;
2. Meet all the requirements enumerated in the Administration of Medication section of this regulation;
3. Has an individualized healthcare plan and an individualized emergency health care plan developed by the school nurse and have written authorization for the provision of diabetes care as outlined in those plans, including authorization for the emergency administration of glucagon;

D. The school nurse shall ensure that each student authorized to self-administer insulin through the insulin delivery system set forth in the student’s individualized healthcare plan for diabetes shall:

1. Meet all the requirements enumerated in the Self-Administration of Medication section of this procedure;
2. Have written parental authorization for the student’s self-management and care of his or her diabetes;
3. Have an individualized healthcare plan and an individualized emergency health care plan developed by the school nurse and updated annually, and have written authorization for the provision of diabetes care as outlined in the plans, including authorization for the emergency administration of glucagon. These plans shall be updated prior to the beginning of each school year.

D. The individualized health care plan and an individualized emergency health care plan may have elements specified in board policy and in N.J.S.A. 18A:40-12.13, including but not limited to:

1. The symptoms of hypoglycemia for that particular student and the recommended treatment;
2. The symptoms of hyperglycemia for that particular student and the recommended treatment;
3. The frequency of blood glucose testing;
4. Written orders from the student’s physician or advanced practice nurse outlining the dosage and indications for insulin administration and the administration of glucagon, if needed;
5. Times of meals and snacks and indications for additional snacks for exercise;
6. Full participation in exercise and sports, and any contraindications to exercise, or accommodations that must be made for that particular student;
7. Accommodations for school trips, after-school activities, class parties, and other school-related activities;
8. Education of all school personnel who may have supervisory authority over the student about diabetes, how to recognize and treat hypoglycemia, how to recognize hyperglycemia, and when to call for assistance;
9. Medical and treatment issues that may affect the educational process of the student with diabetes; and
10. How to maintain communications with the student, the student’s parent or guardian and healthcare team, the school nurse, and the educational staff.

E. The school nurse assigned to a particular school shall coordinate the provision of diabetes care at that school and ensure that appropriate staff are trained in the care of students with diabetes, including staff working with school-sponsored programs outside of the regular school day, as provided in the individualized health care plan and the individualized emergency health care plan;

F. The school nurse shall have the primary responsibility for the emergency administration of glucagon to a student with diabetes who is experiencing severe hypoglycemia. The school nurse shall designate, in consultation with the board of education, additional employees of the school district who volunteer to administer glucagon to a student with diabetes who is experiencing severe hypoglycemia:
1. The designated employees shall only be authorized to administer glucagon, following training by the school nurse or other qualified health care professional, when a school nurse is not physically present at the scene;

2. Pursuant to N.J.S.A. 18A:40-12.14, the emergency administration of glucagon shall not constitute the practice of nursing and shall be exempted from all applicable statutory or regulatory provisions that restrict the activities that may be delegated to a person who is not a licensed health care professional;

3. In the event that a licensed athletic trainer volunteers to administer glucagon to a student with diabetes in accordance with this regulation, it shall not constitute a violation of the Athletic Training Licensure Act;

4. The school nurse shall also notify the student’s school bus driver of the student’s condition, how to treat hypoglycemia, who to contact in an emergency, and parent contact information.

G. The school nurse shall also ensure that designated areas of the school building shall have posted, in plain view, a reference sheet identifying signs and symptoms of hypoglycemia in students with diabetes:

   1. Main office;
   2. Nurse’s office;
   3. Other designated location(s) as appropriate.

H. The school nurse shall obtain a written release from the parent of a diabetic student authorizing the sharing of medical information between the student's physician or advanced practice nurse and other health care providers. The release shall also authorize the school nurse to share medical information with other staff members of the school district as necessary (see Exhibit 3, HIPPA Exchange of Information Form).

Emergency Administration of Epinephrine via a Pre-Filled Auto-Injector Mechanism

A. The school nurse shall have the primary responsibility for the emergency administration of epinephrine via a pre-filled auto-injector mechanism to students suffering from anaphylaxis. The school nurse may designate, in consultation with the board, employee(s) to administer the epinephrine via a pre-filled auto-injector mechanism when the nurse is not physically present at the scene. Such individuals shall be properly trained in the administration of epinephrine via a pre-filled auto-injector mechanism using standardized training protocols established by the Department of Education in consultation with the Department of Health.

Epinephrine via a pre-filled auto-injector mechanism may be administered to students provided that the parent provides the following to the school nurse:

1. Written authorization for administration of a pre-filled auto-injector mechanism by the school nurse and by a designated employee(s) when the school nurse is not present at the scene;
2. Written orders from the student's physician or advanced practical nurse that the student requires the administration of epinephrine for anaphylaxis;
3. Written notice to the parent advising that the district and its employees or agents or the nonpublic school and its employees or agents shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism;
4. A signed statement acknowledging the parent’s understanding that the district and its employees shall have no liability as a result of any injury arising from the administration of a pre-filled auto-injector mechanism to the student and that the parents shall indemnify and hold harmless the district, its employees or agents, against any claims arising out of administration of a pre-filled auto-injector mechanism (see Exhibit 4, Emergency Administration of Epinephrine Form).

B. Permission for administration of epinephrine is effective for the school year for which it is granted and may only be renewed for each subsequent year upon fulfillment of the district’s requirements set forth in this section.

C. The pre-filled auto injector for the emergency administration of epinephrine shall be maintained in a
secure, but unlocked location, easily accessible to the school nurse and designees in the event of an emergency at school or a school function. The location of the epinephrine shall be indicated on the pupil's emergency care plan. Back-up epinephrine via a pre-filled auto-injector mechanism shall also be available in the nurse's office if needed.

D. The school nurse/designee shall be promptly available at school and at school functions in the event of an allergic reaction in order to administer epinephrine via a pre-filled auto-injector mechanism to a student.

E. The nurse shall ensure that each student who has been administered epinephrine is promptly transported the hospital emergency room by emergency services personnel after the administration of epinephrine, even if the pupil's symptoms appear to have resolved.

F. Nothing in this section shall be construed to prohibit the emergency administration of epinephrine via a pre-filled auto-injector mechanism to a student for anaphylaxis by the school nurse or other employees designated pursuant to this section when the student is authorized to self-administer epinephrine pursuant to N.J.S.A. 18A:10-12.3, or when there is a co-existing diagnosis of asthma, or when a prescription is received from licensed health care professional for epinephrine coupled with another form of medication.

Emergency Administration of Epinephrine for First Time Allergic Reactions at School

A. The school nurse or the nurse's trained designee shall be permitted to administer epinephrine via a pre-filled auto-injector mechanism to any student, without a known history of anaphylaxis or parent authorization for the administration of medication, when the school nurse/designee in good faith believes that the pupil is having an anaphylactic reaction;

B. The district shall maintain a supply of epinephrine auto-injectors that is prescribed under a standing protocol from a licensed physician or an advanced practice nurse in a secure but unlocked and easily accessible location. The following locations are designated:

1. The nurse's office;
2. The cafeteria office;

Delivery, Storage and Disposal of Student Medication

A. All medication (in its original container with the prescription information attached) must be delivered by the parent to the school nurse;

B. Except for medication to be self-administered by the student, the school nurse shall maintain all medication in a secure, locked cabinet. No student shall have access to the cabinet under any circumstances. Medication that has been approved for self-administration, may be carried by the student so long as the student presents no danger to himself or others through misuse;

C. Student prescribed epinephrine shall be maintained in a secure but unlocked location easily accessible by the school nurse and designee to ensure prompt availability in the event of an allergic reaction at school or at a school-sponsored function. The location of the epinephrine shall be indicated on the students' emergency health care plans;

D. Parents shall be notified by the school nurse when additional medication is needed. The parents must deliver that medication to the nurse immediately;

E. The school nurse shall maintain a system by which parents are informed of their obligation to retrieve unused medication. If unused medication is not retrieved within two (2) weeks of notice, the nurse shall dispose of the medication in accordance with proper medical controls, unless otherwise specified in the student's individualized health care plan or individualized emergency health care plan.
F. Annually, the school nurse shall oversee and ensure the distribution of the Commissioner’s educational fact sheet regarding meningococcal meningitis to parents of students in the sixth grade (see Primary Resource 1, Meningococcal Factsheet).

Emergency Administration of Hydrocortisone Sodium Succinate

A. The school nurse shall have the primary responsibility for the emergency administration of hydrocortisone sodium succinate. The school nurse shall designate, in consultation with the board, employee(s) who volunteer to administer the hydrocortisone sodium succinate to students for adrenal insufficiency when the nurse is not physically present at the scene. Such individuals shall be properly trained in the administration of hydrocortisone sodium succinate using standardized training protocols established by the Department of Education in consultation with the Department of Health, or such other protocols as may be required by applicable law.

Hydrocortisone sodium succinate may be administered to students provided that the parent/guardian provides the following to the school nurse:

1. Written authorization for administration of hydrocortisone sodium succinate by the school nurse and by a designated employee(s) when the school nurse is not present at the scene;
2. Written orders from the student’s physician or advanced practical nurse that the student requires the administration of hydrocortisone sodium succinate for adrenal insufficiency;
3. Written notice to the parent advising that the district and its employees or agents shall have no liability as a result of any injury arising from the administration of the hydrocortisone sodium succinate to students for adrenal insufficiency; and
4. A signed statement acknowledging the parent/guardian’s understanding that the district and its employees shall have no liability as a result of any injury arising from the administration of the hydrocortisone sodium succinate to a student for adrenal insufficiency and that the parents shall indemnify and hold harmless the district, its employees or agents, against any claims arising out of administration of the hydrocortisone sodium succinate to the student.

B. Permission for administration of hydrocortisone sodium succinate to students for adrenal insufficiency is effective for the school year for which it is granted and may only be renewed for each subsequent year upon fulfillment of the district’s requirements set forth in this section.

C. The hydrocortisone sodium succinate shall be maintained in a secure, but unlocked location, easily accessible to the school nurse and designees in the event of an emergency at school or a school function. The location of the hydrocortisone sodium succinate shall be indicated on the student’s emergency care plan. Back-up hydrocortisone sodium succinate, provided by the parent/guardian shall also be available in the nurse’s office if needed.

D. The school nurse/designee shall be promptly available at school and at school functions in the event of an allergic reaction in order to administer hydrocortisone sodium succinate to a student.

E. The nurse shall ensure that each student how has been administered epinephrine is promptly transported the a hospital emergency room by emergency services personnel after the administration of hydrocortisone sodium succinate, even if the student’s symptoms appear to have resolved.

F. Nothing in this section shall be construed to prohibit the emergency administration of hydrocortisone sodium succinate to a student for adrenal insufficiency by the school nurse or other employees designated when the student is authorized to self-administer hydrocortisone sodium succinate.

Emergency Administration of Opioid Antidote, Naloxone Hydrochloride

A. The school physician shall include an opioid antidote in the prescribed standing order for the schools of the district that include any of the grades nine through twelve;

B. The chief school administrator, in consultation with the building principal of any school other than those
ADMINISTERING MEDICATION (regulation continued)

including grades nine through twelve, shall determine whether the school physician shall include an opioid antidote in the prescribed standing order for such schools and shall report that determination to the board;

C. The opioid antidotes shall be accessible in the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building;

D. When appropriate as determined by the chief school administrator in consultation with the building principal, the opioid antidotes shall be accessible during school-sponsored functions that take place off school grounds. The chief school administrator shall report each school's determination to the board;

E. The opioid antidote shall be stored in a secure but unlocked and easily accessible location, and according to the manufacturer's directions. To the extent that is safe and practical, the opioid antidote shall be stored at a reasonable proximity of an automated external defibrillator (AED);

F. The school nurse shall be responsible for monitoring the on-site inventory of the opioid antidote, arranging for the replacement of the opioid antidote supply and ensuring the appropriate and safe disposal of administered and expired opioid antidote applicators;

G. The school nurse shall be primarily responsible for the assessment of any student suspected of being under the influence of drugs or alcohol including any student suspected of an opioid or other drug overdose. The board shall designate additional district employees ("designated employees") who volunteer to administer an opioid antidote in the event a person experiences an opioid overdose when the nurse is not physically present at the scene. Such designated employees shall receive training in administration of the opioid antidote in accordance with applicable law. The school nurse or designated employee who believes in good faith that a person is experiencing an opioid overdose may administer the opioid antidote;

H. The school nurse or his or her designee shall immediately call 911 upon suspecting an overdose, and notify the parents/guardians as soon as practicable. The school nurse or his or her designee, shall notify the building principal of any suspected overdose and all actions taken including the administration of opioid antidote and the notification of emergency medical services;

I. A designated employee shall immediately call 911 upon suspecting an overdose, and notify the parents/guardians as soon as practicable. The designated employee shall notify the building principal of any suspected overdose and all actions taken including the administration of opioid antidote and the notification of emergency medical services;

J. If the school nurse or a designated employee are not immediately available and a district employee observes a person overdosing, the employee may contact emergency services (call 911) in accordance with district policy and procedures. The employee who has contacted emergency services regarding a person suspected to have overdosed shall notify the building principal of any suspected overdose and all actions taken including the administration of opioid antidote and the notification of emergency medical services;

K. An overdose victim shall be transported by emergency services personnel to the nearest hospital emergency room, including where the victim’s symptoms appear to have resolved. The principal shall designate a member of the school staff to accompany the student to the hospital. The principal shall notify the chief school administrator whenever an opioid antidote is administered;

L. The school nurse shall document the incident including but not limited to:

1. Date, time and location of the incident;
2. Names of any staff members or students reporting the incident;
3. A description of the incident;
4. Description of the evaluation conducted;
5. The administration of naloxone including the form and dosage;
ADMINISTERING MEDICATION (regulation continued)

6. All actions taken, including, when 911 was called, when emergency services arrived, and staff member(s) assigned to accompany the student.

The documentation shall be in the same manner as the documentation of administration of other medications under a non-patient specific order.

Adopted: 08/16
Readopted: 08/19
HEALTH EXAMINATIONS AND IMMUNIZATIONS PROCEDURE

A principal shall not knowingly permit a child to attend school if the parent or guardian has not submitted acceptable evidence of the child’s immunization, according to law.

Medical Exemptions

A. A child shall not be required to have any specific immunization(s) which are medically contraindicated;

B. A written statement must be submitted to the school from a physician licensed to practice medicine or osteopathy or a certified registered nurse practitioner in any jurisdiction of the United States indicating that an immunization is medically contraindicated for a specific period of time, and the reason(s) for the medical contraindication, based upon valid medical reasons as enumerated by the Advisory Committee on Immunization Practices (ACIP) of the United States Public Health Service or the American Academy of Pediatrics (AAP) guidelines;

C. The physician’s or certified registered nurse practitioner’s statement shall be retained as part of the child’s immunization record and shall be reviewed annually by the school nurse. When the child’s medical condition permits immunization, this exemption shall be terminated and the child shall be required to obtain the immunization(s) from which he or she has been exempted;

Exclusion from School

A. Anybody having control of a school may, on account of the prevalence of any communicable disease, or to prevent the spread of communicable diseases, prohibit the attendance of any teacher or student of any school under their control and specify the time during which the teacher or student shall remain away from school;

B. This district shall comply with the provisions of law regarding attendance at school by students or adults infected by Human Immunodeficiency Virus (HIV). Any student with HIV infection or AIDS or who lives with or is related to someone with HIV or AIDS shall not be excluded from general education, transportation services, extracurricular activities, athletic activities, assigned to home instruction or classified as eligible for special education because of the HIV infection. The school nurse shall recommend the exclusion of any individual with weeping skin lesions that cannot be covered.

Religious Exemptions

A. A child shall be exempted from mandatory immunization if the parent or guardian submits a written statement to the school, signed by the parent or guardian, explaining how the administration of immunizing agents conflicts with the student’s exercise of bona fide religious tenets or practices. General philosophical or moral objection to immunization shall not be sufficient for an exemption on religious grounds;

B. This statement will be kept by the school, preschool, or child care center as part of the child’s immunization record;

C. Those children enrolled in school before September 1, 1991, and who have previously been granted a religious exemption, shall not be required to reapply for a new religious exemption.
Provisional Admissions

A. A student shall be admitted to a school on a provisional basis if a physician, certified registered nurse practitioner, or health department can document at least one dose of each required age-appropriate vaccine(s) or antigen(s) has been administered and that the student is in the process of receiving the remaining immunization(s);

B. Provisional status shall only be granted, one time to children entering or transferring into schools or preschools in New Jersey. Information on this status shall be sent by the original school or preschool to the new school pursuant law;

C. If at the end of the provisional admission period the child has not completed the required immunizations, the principal shall exclude the child from continued school attendance until appropriate documentation has been presented;

D. Those students with medical exemptions, religious exemptions or provisional admissions to receiving specific immunizations may be excluded from the school during a vaccine-preventable disease outbreak or threatened outbreak as determined by the Commissioner of Health and Senior Services.

Documents Accepted as Evidence of Immunization

A. The following documents shall be accepted as evidence of a child’s immunization history provided that the type of immunization and the date when each immunization was administered is listed:

1. An official school record from any school, preschool, or child care center;
2. A record from any public health department; or
3. A certificate signed by a physician licensed to practice medicine or osteopathy or a certified registered nurse practitioner in any jurisdiction of the United States.

B. All immunization records submitted by a parent or guardian in a language other than English shall be accompanied by a translation sufficient to determine compliance with the immunization requirements of this subchapter;

C. Documents must include the specific date, i.e., month, day and year of each vaccine/antigen. Physician statements or documentation such as "child fully immunized" or "series complete" are unacceptable. Parental verbal history or recollection of previous immunization is unacceptable documentation.

Records Required

A. Every school shall maintain an official State of New Jersey School Immunization Record for every student. This record shall include the date of each immunization and shall be separated from the child’s other medical records for purpose of immunization record audit;

B. If a child withdraws, is promoted, or transfers to another school, the immunization record, or a certified copy thereof, along with statements pertaining to religious or medical exemptions and laboratory evidence of immunity shall be sent to the new school by the original school or shall be given to the parent or guardian upon request, within 24 hours of such a request;

C. When a child graduates from secondary school, this record, or a certified copy thereof, shall be sent to an institution of higher education or may be given to the parent or guardian upon request;

D. Each child’s official New Jersey School Immunization Record, or a certified copy thereof, shall be retained by every secondary school for a minimum of four years after the student has left the school.
HEALTH EXAMINATIONS AND IMMUNIZATIONS PROCEDURE (regulation continued)

Every elementary school shall retain an immunization record, or a copy thereof, for a minimum of one year after the child has left the school;

E. Any computer-generated document or list developed by a school, preschool or center shall be considered a supplement to, and not a replacement of, the official New Jersey School Immunization Record.

Reports to be Sent to the Department of Health and Senior Services

A. A report of the immunization status of the students in every school shall be sent each year to the department of health and senior services by the principal of the school;

B. A copy of this report shall be sent to the local board of health.

Records Available for Inspection

Each school shall maintain records of their children’s immunization status. Upon 24-hour notice, these records shall be made available for inspection by authorize representatives of the department of health and senior services or the local board of health.

NJSBA Review/Update: 11/08
Adopted: 08/14
HEALTH EXAMINATIONS

A. Upon enrollment into school;
   1. Parents are required to provide examination documentation of each student within 30 days upon enrollment.
   2. When a student is transferring to another school, each school district shall ensure that student documentation of entry examination is forwarded to the transfer school district pursuant to N.J.A.C. 6A:16-2.4(d).
   3. Students transferring into a New Jersey school from out-of-state or out-of-country may be allowed a 30-day period in order to obtain entry examination documentation.

B. The district board of education must notify parents/guardians of the importance of obtaining subsequent examinations at least once during each of the student’s developmental stages:
   1. Early Childhood (Pre-school through Grade 3)
   2. Pre-Adolescence (Grades 4 through 6)
   3. Adolescence (Grades 7 through 12)

C. Prior to participation on a school-sponsored interscholastic or intramural athletic team or squad for students enrolled in any of grades 6 to 12;
   1. The examination for each student shall be conducted within 365 days prior to the first practice session.
   2. The medical examination shall include a health history questionnaire, completed and signed by the parent;
   3. The report of health findings of the medical examination for participation shall be documented on the Athletic Pre-participation Physical Examination Form approved by the Commissioner of Education to determine whether the student had or currently has any of the following conditions since their last physical:
      a. Injuries;
      b. Chronic or ongoing illness;
      c. Prescribed medication;
      d. Allergies;
      e. Head-related conditions;
      f. Heart-related conditions;
      g. Eye, ear, nose, mouth or throat conditions;
      h. Neuromuscular/orthopedic conditions; and
      i. General or exercise-related conditions
   4. The medical report shall include a determination concerning the student’s participation from the examining physician, advanced practice nurse or physician’s assistant which includes, at a minimum, the following normalities;
      a. Measurement of weight, height, and blood pressure;
      b. Examination of the skin to determine the presence of infection, scars from previous surgery or trauma, jaundice, and purpura;
      c. Examination of the eyes to determine visual acuity, use of eyeglasses or contact lenses, and examination of the sclera for the presence of jaundice;
d. Examination of the ears to determine the presence of acute or chronic infection, perforation of the eardrum and gross hearing loss;
e. Examination of the nose to assess the presence of deformity which may affect endurance;
f. Assessment of the neck, back and spine to determine range of motion, the presence of pain associated with such motion and abnormal curvature of the spine;
g. Examination of chest contour;
h. Auscultation and percussion of the lungs;
i. Assessment of the heart with attention to the presence of murmurs, noting rhythm and rate;
j. Assessment of the abdomen with attention to the possible presence of heptomegaly, splenomegaly or abnormal masses;
k. Examination of upper and lower extremities to determine abnormal mobility or immobility, deformity, instability, muscle weakness or atrophy, surgical scars and varicosities;
l. Examination of the testes to determine the presence and descent of testes, abnormal masses or configurations, or hernia;
m. Assessment of physiological maturation; and
n. Neurological examination to assess balance and coordination.

5. The medical report shall indicate whether a student is allowed or disallowed to participate in the required sports categories and be completed and signed by the original examining physician, advanced practice nurse or physician’s assistant. A form that is incomplete shall be returned to the student’s medical home for completion.

D. Each student whose medical examination was completed more than 60 days prior to the first practice session shall provide a health history update of medical problems experienced since the last medical examination. This shall be completed and signed by the parent.

E. A student that does not have a completed Athletic Pre-participation Physical Examination Form shall not be permitted to participate.

F. Tuberculin testing shall be administered to students entering the school district according to rules of the State Department of Health and Senior Services, pursuant to N.J.S.A. 18A:40-16.

G. As part of the health services program, the following screening programs shall be administered to students to aid in the identification of health problems that interfere with learning:

1. Vision Screening - Preschool, Kindergarten, Grades 2, 4, 6, 8 and 10
2. Auditory Screening - Preschool, Kindergarten, Grades 1, 2, 3, 7 and 11
3. Blood Pressure Screening - Annually for all students above the age of 3
4. Measurement of Height and Weight - Annually for all students
5. Scoliosis Screening - Biennial for all students between the ages of 10 and 18

H. A student who presents a statement signed by his/her parent/guardian stating that a medical examination interferes with the free exercise of religious beliefs shall be examined only to the extent necessary to determine whether they are ill or infected with a communicable disease or to determine fitness to participate in any school program.

I. If unusual changes are noticed in a student which appears to affect his/her ability to learn or can endanger the health and welfare of other students, parents/guardians will be notified to secure a physical examination for this students. If parents/guardians are unwilling or unable to arrange for physical examinations within a reasonable period of time, the Board of Education reserves the right to have the student examined.
J. A thorough physical examination will be provided for students referred to Special Services for classification when parents/guardians have not provided such an examination.

Adopted: 01/75
Revised: 12/78; 04/91; 08/02; 09/08
Readopted: 08/14
WOODBRIDGE TOWNSHIP BOARD OF EDUCATION

Regulation

IMMUNIZATION

A. The following documents may be accepted as evidence of a child's immunization in accordance with the State Sanitation Code:
   1. An official school record from any school indicating compliance.
   2. A record from a public health department indicating compliance.
   3. A certificate signed by a physician (licensed to practice medicine or osteopathy in any jurisdiction in the United States).

B. Any pupil failing to comply with these requirements may be excluded from school unless:
   1. the pupil presents a statement from a physician (licensed to practice medicine or osteopathy in any jurisdiction in the United States) which states that an immunization is medically contraindicated for a specific period of time, and the reasons for the contraindication;
   2. the parent or guardian who objects to immunization on the basis of the child's religious rights, submits a written statement to that effect;
   3. the pupil has transferred into the schools of this district within the past 30 days.
   If any of these circumstances exist, the signed statement from the physician or parent shall be maintained as the child's immunization record.

C. No principal or other person in charge of a school shall knowingly admit or retain any pupil who has not submitted acceptable evidence of immunization according to the procedures noted above. A child may be admitted on a provisional basis if a physician or public health department indicates that immunization has been initiated and that the child is in the process of complying with all immunization requirements. Provisional admission shall be in compliance of the law, but shall not exceed 30 days under any circumstances. If the immunization process has begun, it must be completed within one year of registration.

Adopted: 08/14
MISSING, ABUSED AND NEGLECTED CHILDREN

GENERAL STATEMENT

The board of education shall foster with its community of parents a sense of wellbeing and confidence that each child is valued and will be protected from any form of threat or danger to their safety and wellbeing. The board of education adopts the New Jersey Legislature's determination that removal of children from school constitutes a deprivation in itself and may be an indicator of even more grievous abuses. The board believes that it is important to identify and investigate suspected incidents involving missing, abused or neglected children immediately. Moreover, the public schools can and should provide an early warning to the appropriate authorities when a child appears to be missing from the educational system.

Therefore, the school district will cooperate with the New Jersey Division Child Protection and Permanency (DCP&P) and law enforcement authorities in identifying and reporting all such cases of missing, abused and neglected students whether institutional or noninstitutional.

The board further believes that as required by law, school staff, volunteers and interns have the responsibility to report attempted or completed suicide. Reporting enables the district to plan supportive measures for the school community and facilitates the state's initiatives regarding suicide prevention and intervention. Therefore, school staff, volunteers and interns shall report the information to the New Jersey Department of Children and Families (DCF).

STAFF RESPONSIBLE

The following chart lists the staff members responsible for the implementation of the regulation and summarizes their responsibilities:

<table>
<thead>
<tr>
<th>Position</th>
<th>Summary of Main Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief school administrator</td>
<td>• General policy and procedure oversight within the district</td>
</tr>
<tr>
<td></td>
<td>• Designation of the liaison(s)</td>
</tr>
<tr>
<td></td>
<td>• Liaison with law enforcement and DCP&amp;P</td>
</tr>
<tr>
<td></td>
<td>• Maintain contact information for police and DCP&amp;P</td>
</tr>
<tr>
<td>Building principal</td>
<td>• General procedure oversight within the school</td>
</tr>
<tr>
<td></td>
<td>• Development and implementation of reporting and notification procedures for the school</td>
</tr>
<tr>
<td></td>
<td>• Contacting and being the liaison with law enforcement and DCP&amp;P</td>
</tr>
<tr>
<td></td>
<td>• Maintaining confidential records and oversee the transfer and release of relevant records as required by law</td>
</tr>
<tr>
<td></td>
<td>• Maintain contact information for police and DCP&amp;P</td>
</tr>
<tr>
<td></td>
<td>• Contact parents/guardians or emergency contact as appropriate</td>
</tr>
<tr>
<td>District liaisons</td>
<td>• Primary contact with Law enforcement, the DCP&amp;P case manager, and DCF as assigned</td>
</tr>
<tr>
<td></td>
<td>• Facilitates all aspects of the report, investigation and follow-up for reported incidents</td>
</tr>
<tr>
<td></td>
<td>• Coordinates school services with CST, I&amp;RS, school nurse, EMS, or other services as necessary</td>
</tr>
</tbody>
</table>
**CHILD ABUSE AND NEGLECT** (regulation continued)

| Board Secretary          | • Manage policy adoption and revision cycle  
                          | • Oversight of student records and access to same |
|--------------------------|-------------------------------------------------|
| Director of Student Services | • In conjunction with CSA, oversight of student enrollment and documentation of attendance  
                          | • Review procedures for maintenance and access to student records  
                          | • Default liaison between the school district and DCP&P |
| Director of Curriculum   | • In conjunction with CSA, oversight and implementation of instruction in suicide prevention  
                          | • In conjunction with CSA, coordinate with Commissioner of the Department of Human Services to provide in-service & classroom instruction re: suicide prevention |
| Coordinator of Security  | • Investigate and report certain student absences |

**DEFINITIONS**

"Abandonment" is defined in N.J.S.A. 9:6-1, as any of the following acts committed by anyone having the custody or control of the child:

1. Willfully forsaking a child;
2. Allowing the child to be exposed to physical or moral risk without proper and sufficient protection;
3. Failing to care for a child to the extent that the child must be supported and maintained at the expense of the public or by private persons who are not legally responsible for the child.

"Abuse" is defined by the above statute as any of the following:

1. Disposing or resolving the custody of a child in ways contrary to law;
2. Employing the child in a position that is dangerous to the child's health, or in violation of the child employment laws of New Jersey;
3. Employing the child in a position that would endanger the morals of the child;
4. Parental/guardian's subjection of the child to the habitual use of profane language;
5. Performing an indecent act or deed, in the presence of a child, where the act may degrade the morals of the child or allowing another person to perform such an act;
6. The use of excessive physical restraint on the child under circumstances which do not indicate that the child's behavior is harmful to himself, others or property;
7. Willfully isolating the child from ordinary social contact under circumstances which indicate emotional or social deprivation.

"Abused child" is defined by N.J.S.A. 9:6-8.9 as a child under the age of 18 years whose parent, guardian, or other person having his custody and control:

1. Inflicts or allows non-accidental physical injury which causes or creates a substantial risk of death, or serious or protracted disfigurement, or protracted impairment of physical or emotional health or protracted loss or impairment of the function of any bodily organ;
2. Creates or allows a non-accidental and substantial or ongoing risk of physical injury to a child which would be likely to cause death or serious or protracted disfigurement, or protracted loss or impairment of the function of any bodily organ; or
3. Commits or allows to be committed an act of sexual abuse against the child;
4. Or a child whose physical, mental, or emotional condition has been impaired or is in imminent danger of becoming impaired as the result of the failure of his/her parent/guardian to exercise a minimum degree of care:
a. In supplying the child with adequate food, clothing, shelter, education, medical or surgical care though financially able to do so or though offered financial or other reasonable means to do so; or
b. In providing the child with proper supervision or guardianship, by unreasonably inflicting or allowing to harm, or substantial risk thereof, including the infliction of excessive corporal punishment or using excessive physical restraint under circumstances which do not indicate that the child's behavior is harmful to himself, others or property; or by any other act of a similarly serious nature requiring the aid of the court; or

5. A child who has been willfully abandoned by his parent or guardian, or such other person having his custody and control; or
6. A child who is in an institution as defined in N.J.S.A. 9:6-8.21 and (1) has been so placed inappropriately for a continued period of time with the knowledge that the placement has resulted and may continue to result in harm to the child's mental or physical well-being or (2) has been willfully isolated from ordinary social contact under circumstances which indicate emotional or social deprivation.

“Child Cruelty” is defined as:

1. Inflicting unnecessarily severe corporal punishment;
2. Inflicting unnecessary suffering or pain, either mental or physical;
3. Habitually tormenting, vexing or afflicting a child;
4. Any willful act of omission or commission causing or permitting unnecessary pain and suffering; or
5. Exposing a child to unnecessary hardship, fatigue or mental or physical strains that may tend to injure the health or physical or moral well-being of such child.

"Missing child" is defined in N.J.S.A. 52:17B-9.8a as a person under 18 years of age reported to a law enforcement agency as being abducted, enticed away, taken, missing or a runaway. A missing child is also defined in N.J.S.A. 52:17B-212 as a person 13 years of age or younger whose whereabouts are not currently known.

“Neglect” is defined as any of the following acts committed by a person having the custody or control of the child:

1. Willfully failing to provide proper and sufficient food, clothing, maintenance, regular school education as required by law, medical attendance or surgical treatment, and a clean and proper home, or
2. Failure to do or permit any act necessary for the child's physical or moral well-being. Neglect includes the continued inappropriate placement of a child in an institution, knowing that the placement has resulted and may continue to result in harm to the child's mental or physical well-being.

"Parent or guardian" means any natural parent, adoptive parent, resource family parent, stepparent, paramour of a parent, or any person, who has assumed responsibility for the care, custody, or control of a child or upon whom there is a legal duty for such care. "Parent" includes the adoptive or resource family parent. The term also includes any person who has assumed the care of a child, or any person with whom a child is living at the time an offense is committed. Parent, as used in this regulation and attendant policy shall include this definition as well as the legal guardian of the child.

In all cases, the right of a parent/guardian to provide treatment for an ill child in accordance with the religious tenets of any church as authorized by other statutes of New Jersey shall be maintained, provided that laws, rules, and regulations relating to communicable diseases and sanitary matters are not violated. No child, who in good faith, is under treatment by spiritual means alone through prayer in accordance with the tenets and practices of a duly accredited practitioner of that recognized church or religious denomination, shall for this reason alone, be considered to be abused or neglected.

“New Jersey State Department of Children and Families (DCF)” was created in July 2006 as New Jersey's first Cabinet agency devoted exclusively to serving and safeguarding the most vulnerable children and families in the state. DCF includes:
CHILD ABUSE AND NEGLECT (regulation continued)

1. Child Protection and Permanency (DCP&P);
2. Children’s System of Care;
3. Family and Community Partnerships;
4. Office of Adolescent Services;
5. Office of Education;
6. Child Welfare Training Academy;
7. Centralized Child Abuse/Neglect Hotline;

“Non-institutional child abuse and neglect” is abuse and/or neglect alleged to have taken place in the home or community by a parent/guardian or any other person having custody or control of the child, and should be reported in person or by telephone to the local DCP&P office.

“Institutional child abuse and neglect” is abuse alleged to have taken place in a school or other institutional setting by school personnel, compensated and uncompensated (volunteer) and should be reported in person or by telephone to the Institutional Abuse Investigation Unit (IAIU) of the local DCP&P office.

INDICATORS OF CHILD ABUSE/NEGLECT
(from: http://www.nj.gov/dcf/reporting/indicators/)

Physical Abuse

<table>
<thead>
<tr>
<th>Physical Indicators</th>
<th>Behavioral Indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unexplained bruises and welts:</td>
<td>Wary of adult contacts</td>
</tr>
<tr>
<td>• On face, lips, mouth</td>
<td>Apprehensive when other children cry</td>
</tr>
<tr>
<td>• On torso, back, buttocks, thighs</td>
<td>Behavioral extremes:</td>
</tr>
<tr>
<td>• In various stages of healing</td>
<td>• Aggressiveness</td>
</tr>
<tr>
<td>• Cluster, forming regular patterns</td>
<td>• Withdrawal</td>
</tr>
<tr>
<td>• Reflecting shape of article used to inflict (electric cord, belt buckle)</td>
<td>• Frightened of parents</td>
</tr>
<tr>
<td>• On several different surface areas</td>
<td>• Afraid to go home</td>
</tr>
<tr>
<td>• Regularly appear after absence, weekend or vacation</td>
<td>• Reports injury by parents</td>
</tr>
<tr>
<td>Unexplained burns:</td>
<td></td>
</tr>
<tr>
<td>• Cigar, cigarette burns, especially on soles of the feet, palms, back or buttocks</td>
<td></td>
</tr>
<tr>
<td>• Immersion burns (sock-like, glove-like doughnut shaped on buttocks or genitalia)</td>
<td></td>
</tr>
<tr>
<td>• Patterned like electric burner, iron, etc.</td>
<td></td>
</tr>
<tr>
<td>• Rope burns on arms, legs, neck or torso</td>
<td></td>
</tr>
<tr>
<td>Unexplained fractures:</td>
<td></td>
</tr>
<tr>
<td>• To skull, nose, facial structure</td>
<td></td>
</tr>
<tr>
<td>• In various stages of healing</td>
<td></td>
</tr>
<tr>
<td>• Multiple or spiral fractures</td>
<td></td>
</tr>
<tr>
<td>• Unexplained laceration or abrasions:</td>
<td></td>
</tr>
<tr>
<td>• To mouth, lips, gums, eyes</td>
<td></td>
</tr>
<tr>
<td>• To external genitalia</td>
<td></td>
</tr>
</tbody>
</table>
CHILD ABUSE AND NEGLECT (regulation continued)

Physical Neglect

<table>
<thead>
<tr>
<th>Physical Indicators</th>
<th>Behavioral Indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consistent hunger, poor hygiene, inappropriate dress</td>
<td>Begging, stealing food</td>
</tr>
<tr>
<td>Consistent lack of supervision, especially in dangerous activities or long periods</td>
<td>Extended stays at school (early arrival and</td>
</tr>
<tr>
<td>Constant fatigue or listlessness</td>
<td>late departure)</td>
</tr>
<tr>
<td>Unattended physical problems or medical needs</td>
<td>Constantly falling asleep in class</td>
</tr>
<tr>
<td>Abandonment</td>
<td>Alcohol or drug abuse</td>
</tr>
<tr>
<td></td>
<td>Delinquency (e.g. thefts)</td>
</tr>
<tr>
<td></td>
<td>States there is no caregiver</td>
</tr>
</tbody>
</table>

Sexual Abuse

<table>
<thead>
<tr>
<th>Physical Indicators</th>
<th>Behavioral Indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Difficulty in walking or sitting</td>
<td>Unwilling to change for gym or participate in</td>
</tr>
<tr>
<td>Torn, stained or bloody underclothing</td>
<td>PE</td>
</tr>
<tr>
<td>Pain or itching in genital area</td>
<td>Withdrawn, fantasy or infantile behavior</td>
</tr>
<tr>
<td>Bruises or bleeding in external genitalia, vaginal or anal areas</td>
<td>Bizarre, sophisticated or unusual sexual</td>
</tr>
<tr>
<td>Venereal disease, especially in pre-teens</td>
<td>behavior or knowledge</td>
</tr>
<tr>
<td>Pregnancy</td>
<td>Poor peer relationships</td>
</tr>
<tr>
<td></td>
<td>Delinquent or run away</td>
</tr>
<tr>
<td></td>
<td>Reports sexual assault by caregiver</td>
</tr>
</tbody>
</table>

Emotional Maltreatment

<table>
<thead>
<tr>
<th>Physical Indicators</th>
<th>Behavioral Indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Habit disorders (sucking, biting, rocking, etc.)</td>
<td>Behavior extremes:</td>
</tr>
<tr>
<td>Conduct disorders (antisocial, destructive, etc.)</td>
<td>• Compliant, passive</td>
</tr>
<tr>
<td>Neurotic traits (sleep disorders, speech disorders, inhibition of play)</td>
<td>• Aggressive, demanding</td>
</tr>
<tr>
<td></td>
<td>Overly adoptive behavior:</td>
</tr>
<tr>
<td></td>
<td>• Inappropriately adult</td>
</tr>
<tr>
<td></td>
<td>• Inappropriately infant</td>
</tr>
</tbody>
</table>

HOTLINE INFORMATION

All reports of child abuse and neglect, including those occurring in institutional settings such as child care centers, schools, foster homes and residential treatment centers, must be reported to the State Central Registry (SCR). This is a toll-free, 24-hour, seven-days-a-week hotline.

Child Abuse Hotline (State Central Registry)
1-877 NJABUSE
(1-877-652-2873)
TTY 1-800-835-5510

PROCEDURES

Child Protection and Permanency Liaison

A. The chief school administrator designates the Coordinator of Security as the liaison to the Division of Child Protection and Permanency (DCP&P) and/or to the local law enforcement agency.
CHILD ABUSE AND NEGLECT (regulation continued)

B. The roles and functions of the liaison are to:
   1. Act as the primary contact person between schools in the school district and law enforcement authorities, consistent with the memorandum of agreement;
   2. Facilitate communication and cooperation between DCP&P and the district including the sharing or transfer of records;
   3. Identify issues or problems that arise in the implementation of district policy and procedures related to missing, abused and neglected children and facilitate the resolution of any such problems;
   4. Act as the primary contact with DCP&P with regard to training, general information sharing and the maintenance and development of cooperative efforts;
   5. Coordinate intervention and prevention efforts.

Law Enforcement Liaison

C. The chief school administrator designates the Coordinator of Security as a liaison to the county prosecutor's office and to the local law enforcement.

D. The roles and functions of the) liaison are to:
   1. Facilitate communication and cooperation;
   2. Identify issues or problems that arise in the implementation of this Agreement and facilitate the resolution of any such problems;
   3. Act as the primary contact person between the schools and the affected law enforcement agencies;
   4. Act together in developing joint training and other cooperative efforts, including information exchanges and joint speaking engagements;
   5. Coordinate drug and alcohol abuse and violence intervention and prevention efforts; and

Note: see board policy and regulation 1410 Local Units

Incident Reporting

Any person having reasonable cause to believe that a child has been subjected to child abuse including sexual abuse, or acts of child abuse shall report the same immediately to the Division of Child Protection and Permanency by telephone or otherwise. Such reports, where possible, shall contain the names and addresses of the child and his parent, guardian, or other person having custody and control of the child and, if known, the child's age, the nature and possible extent of the child's injuries, abuse or maltreatment, including any evidence of previous injuries, abuse or maltreatment, and any other information that the person believes may be helpful with respect to the child abuse and the identity of the perpetrator.

Any person who, in good faith, makes a report of child abuse or neglect or testifies in a child abuse hearing resulting from such a report is immune from any criminal or civil liability as a result of such action. Calls can be placed to the hotline anonymously. Any such person who is discharged from employment or is subject to employment discrimination may file a cause of action in the family part of the Chancery Division of the Superior Court in the county in which the discharge or alleged discrimination occurred or in the county of the person's primary residence.

Any person who, in good faith, makes a report of child abuse or neglect or testifies in a child abuse hearing resulting from such a report shall be free from any type of retaliation.

When a complaint made against a school employee alleging child abuse or neglect is determined by the Department of Children and Families to be unfounded, the school district shall remove any references to the complaint and investigation by the department from the employee's personnel records. A complaint made against a school employee that has been classified as unfounded by the department shall not be used against the employee for any purpose relating to employment, including but not limited to, discipline, salary,
CHILD ABUSE AND NEGLECT (regulation continued)

promotion, transfer, demotion, retention or continuance of employment, termination of employment or any
right or privilege relating to employment.

Any person who knowingly violates the reporting requirements and fails to report an act of child abuse having
reasonable cause to believe that an act of child abuse has been committed, is a disorderly person.

Any person who knowingly fails to report an act of sexual abuse against a child and who has reasonable
cause to believe that an act of sexual abuse has been committed is guilty of a crime of the fourth degree
which carries a term of imprisonment for up to 6 months, a fine of up to $1,000, or both (N.J.S.A. 9:6-8.14;
P.L. 2019, c. 40).

Reporting Procedures

The chief school administrator has developed these procedures in compliance with statutory requirements
that suspected incidents of potentially missing, abused and neglected children be reported. If a student is
reasonably believed to be missing, abused or neglected, the following procedures shall apply:

A. Any person having reasonable cause to believe that a child has been subjected to child abuse,
including sexual abuse, or acts of child abuse shall report the same immediately to the Division of
Child Protection and Permanency by contacting 1-877 NJABUSE (1-877-652-2873) or TTY 1-800-
835-5510 or otherwise. Such reports, where possible, shall contain the following:

1. Name, title and position of individual reporting the alleged abuse;
2. Date, time and location that the report of alleged abuse is being submitted to the district;
3. Names and addresses of the child and his parent, guardian, or other person having custody
and control of the child;
4. If known, the child’s age;
5. The nature and possible extent of the child’s injuries, abuse or maltreatment;
6. Any evidence of previous injuries, abuse or maltreatment, and any other information that the
person believes may be helpful with respect to the child abuse and the identity of the
perpetrator.

B. All staff members, volunteers and interns having contact with pupils are required to report directly and
immediately to DCP&P all incidents of alleged missing, abused and neglected children. The person
having reason to believe that a child may be missing or may have been abused or neglected may
inform the principal or other designated school officials prior to notifying DCP&P if the action will not
delay immediate notification. The employee making a report to DCP&P shall inform the principal or
other designated school officials that a report was made. Employees, volunteers and interns shall not
be required to obtain confirmation by another person to report a suspected missing, abused or
neglected child situation;

C. If a student attendance investigation demonstrates reasonable cause to believe a child is missing or
has been abused or neglected, the investigator shall immediately notify the building principal who
shall then notify the chief school administrator. The chief school administrator shall then notify the
Division of Child Protection and Permanency in the Department of Children and Families for its
determination of whether the division is or has been involved with the child and whether action, as
appropriate, is warranted (pursuant to N.J.S.A. 18A:36-25.2);

D. The person notifying DCP&P shall inform the principal or other designated school officials of the
notification if this was not done prior to notifying DCP&P. The principal or other school designated
school official should not be given this notification if the person making the notification believes that it
would likely endanger the reporter or student involved or result in retaliation against the student or in
discrimination against the reporter with respect to his or her employment. In the event that the person
notifying DCP&P believes that making such a report to the principal or other designated school official
CHILD ABUSE AND NEGLECT (regulation continued)

would endanger the reporter or student involved or result in retaliation against the student or in
discrimination against the reporter with respect to his or her employment, the reporter should
document reasons for that belief in writing to the chief school administrator or other appropriate
school official.

E. The principal shall notify the chief school administrator and law enforcement authorities of incidents of
potentially missing, abused, or neglected child situations. Procedures for the notification of the law
enforcement authority shall be consistent with the district Memorandum of Agreement (see board
policy 1410 Local Units);

F. The principal shall ensure that all involved staff cooperate with DCP&P and law enforcement
authorities in all investigations of potential missing, abused, or neglected children including
facilitating:

1. Accommodations permitting investigators to interview the student in the presence of the
school principal or other designated school official. If the student is uncomfortable in the
presence of the school representative, the student shall be requested to name an employee,
voluteer, or intern he or she feels will be supportive to be present during the interview;
2. Interviews by scheduling time with any employee, volunteer, or intern who may have
information relevant to the investigation;
3. The release of all records of the student who is the subject of the investigation that are
deemed relevant to the assessment or treatment of a potentially missing, abused, or
neglected child;
4. The maintenance, security, and release of all confidential information about potential missing,
abused, or neglected child situations;
5. The release of the student to child welfare authorities while school is in session when it is
necessary to protect the student or take the student to a service provider. This removal shall
take place only after the principal or his or her designee has been provided, either in advance
or at the time removal is sought, with appropriate documentation that DCP&P has already
removed, or has appropriate authority to remove, the student from his or her home;
6. The transfer to another school of a student who has been removed from his or her home by
DCP&P for proper care and protection (see board policy 5118.2 Foster Care and Educational
Stability);
7. Notification to the student's parents or guardians shall not be made by school officials or
employees when it is suspected that either parent or guardian is responsible for the
suspected abuse.

Administrative Responsibilities

The principal shall:

A. Immediately notify the law enforcement authorities of incidents of potentially missing, abused, or
neglected child situations reported by employees, volunteers, or interns. Procedures for the
notification of the law enforcement authority shall be consistent with the district Memorandum of
Agreement (see board policy 1410 Local Units). If the student is attending pursuant to a send-receive
or other type of shared services agreement, immediate notice shall also be provided to the law
enforcement authorities of the receiving districts. The administration shall consider providing notice
to the law enforcement authorities of the sending district where circumstances warrant.

B. In timely fashion, notify the chief school administrator of incidents of potentially missing, abused, or
neglected child situations reported by employees, volunteers, or interns;

C. Document in writing any reported incident of a missing, abused or neglected student. There may be
one report or multiple reports depending on the actions taken at the school and the time frame within
which the actions were taken. Reports shall include at a minimum:

D.  
1. The date, time and location the incident was reported;  
2. The name of the staff member, volunteer or intern who reported the incident;  
3. The date and time the principal notified the law enforcement authorities;  
4. The date and time the principal notified the chief school administrator;  
5. A description of the facts reported which may include the reason the report was made, statements and/or observations that caused the suspicion inciting the report, and who was involved;  
6. The date and time of any investigative interviews conducted with school students and staff, including the names, contact information and title of the professional or professionals conducting the interview;  
7. A description of any physical evidence that may have been provided or reported by witnesses.

All records of child abuse reports, all information obtained by the Department of Children and Families in investigating such reports, and all reports of findings forwarded to the child abuse registry shall be kept confidential.

Interviews and Investigations

When DCP&P and/or law enforcement officials investigate allegations of missing, abused or neglected students on school grounds the principal shall:

A. Check the credentials of the DCP&P caseworker or law enforcement official requesting the interview or information;  
B. Arrange for any necessary accommodations permitting authorized investigators to interview the student in the presence of the principal or designated school official;  
C. If necessary arrange for a school representative of the student’s preference to be present during the interview, when the student is not comfortable with the principal or the other designated school official;  
D. As requested by DCP&P and/or the law enforcement official, schedule interview times and locations with any employee, volunteer, or intern who may have information relevant to the investigation;  
E. Prepare and release the records of the student who is the subject of the investigation that are deemed relevant to the assessment or treatment of the potentially missing, abused, or neglected student, to the extent permitted by N.J.S.A. 18A:36-19 and 9:6-8.40 and allowable under the Family Education Rights and Privacy Act (FERPA), 34 CFR Part 99;  
F. Cooperate with the maintenance, security, and release of all confidential information:  
1. All information regarding allegations of potentially missing, abused, or neglected children reported to authorities about an employee, volunteer, or intern shall be considered confidential and may be disclosed only as required to cooperate in investigations or as required by court order;  
2. Records pertaining to such information about an employee, volunteer, or intern shall be maintained in a secure location separate from other employee personnel records and accessible only to the chief school administrator or his or her designee;  
G. Facilitate the release of the student to DCP&P while school is in session when it is necessary to protect the student or take the student to a service provider. This removal shall take place only after
the principal or his or her designee has been provided, either in advance or at the time removal is sought, with appropriate documentation that DCP&P has already removed, or has appropriate authority to remove, the student from his or her home;

H. Cooperate with and facilitate any transfer arrangements made to another school of a student who has been removed from his or her home by DCP&P for proper care and protection according to the provisions of board policy and procedure 5118.2 Foster Care and Educational Stability.

**Due Process Rights of a School Employee, Volunteer, or Intern Named As a Suspect**

A. An employee, volunteer, or intern working in the school district who has been named as a suspect in a notification to child welfare and law enforcement authorities regarding a missing, abused, or neglected child situation shall be entitled to due process rights;

B. Temporary reassignment or suspension of an employee, volunteer, or intern working in the school district named as a suspect shall occur only if there is reason to believe that the life or health of the alleged victim or other pupil is in imminent danger due to continued contact between the employee, volunteer, or intern and the pupil;

C. All references to a notification to DCP&P of a potential missing, abused, or neglected child situation involving a school district employee, shall be removed from the employee's personnel records immediately following the receipt of an official notice from DCP&P that the allegation was unfounded.

D. Any employee who is licensed in the State of New Jersey to practice psychology, psychiatry, medicine, nursing, clinical social work or marriage counseling, is immune from any civil liability for a patient's violent act against another person or against himself unless the practitioner has incurred a duty to warn and protect the potential victim and fails to discharge that duty. Both the duty to warn and exceptions to that duty are located at N.J.S.A. 2A:62A-16.

**Suicide Reporting**

A. Any employee, volunteer, or intern with reasonable cause to suspect or believe that a student has attempted or completed suicide, shall report the information to the Department of Children and Families. The information shall be reported in the form and manner prescribed by the Department of Children and Families;

B. Any person who has reported attempted or completed suicide, shall notify the principal of the reported suspicion, if they did not notify the principal prior to filing the initial report;

C. The principal or his or her designee may assist the staff member, volunteer or intern in making the report to the Department of Children and Families (DCF). Assistance may include:
   1. Distributing the board policy and procedure 5141.4 Missing, Abused and Neglected Children;
   2. Directing the staff member, volunteer, or intern to the DCF website and the electronic reporting form at [http://www.nj.gov/dcf/adolescent/prevention/suicidereportingform.html](http://www.nj.gov/dcf/adolescent/prevention/suicidereportingform.html);
   3. Provide information regarding confidentiality of reporting;

D. The principal shall notify the chief school administrator of any incident where a staff member, volunteer or intern has reported to the principal and/or DCF that a student has attempted or completed suicide;

E. The principal or his or her designee shall keep a written record of any reported incidents of attempted or completed suicide including:
   1. The date and time the incident was reported;
   2. The name of the staff member, volunteer or intern who reported the incident.

The staff member, volunteer or intern that reports attempted or completed suicide shall have immunity from any civil or criminal liability on account of that report, unless the person has acted in bad faith or with malicious purpose.
Staff members, volunteers or interns shall not be required to disclose, or be penalized for the failure to disclose, any information which would be privileged according to law (N.J.S.A. 2A:84A-18 through -23).

Professional Development

The chief school administrator shall require each teaching staff member to complete at least two hours of instruction in suicide prevention during each professional development cycle. The instruction must be provided by a licensed health care professional with training and experience in mental health issues. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

NJSBA Review/Update: 11/08, 06/17
Adopted: 12/17, 4/19
CHILDBRIDGE TOWNSHIP BOARD OF EDUCATION
Woodbridge, New Jersey

Regulation

CHILD ABUSE AND NEGLECT

These procedures provide direction for public school personnel to report allegations of child abuse to the New Jersey Division of Child Protection & Permanency ("DCP&P") and to cooperate with the investigation of such allegations.

A. Reporting

1. School personnel, compensated and uncompensated (volunteer), having reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse shall immediately report to DCP&P. The person reporting the alleged child abuse shall inform the school principal or designee of the report after DCP&P referral has been made. However, notice to the principal or designee need not be given when the person believes that such notice would be likely to endanger the referrer or child involved, or when the person believes that such disclosure would be likely to result in retaliation against the child, or in discrimination against the referrer with respect to his or her employment.

2. When referring cases to DCP&P, the school referrer shall provide, when possible, the following information:
   a. The name of the child;
   b. The age and grade of the child;
   c. The name and address of the child's parent or guardian or other person having custody and control (for example, foster parent);
   d. A description of the child's condition, including any available information concerning current or previous injuries, abuse, or maltreatment;
   e. The nature and possible extent of the child's injuries, abuse, or maltreatment; and
   f. Any other pertinent information that the referrer believes may be relevant with respect to the child and/or to the identity of the alleged perpetrator.

B. Non-institutional Child Abuse

1. Abuse alleged to have taken place in the home or community by a parent, guardian, or any other person having custody or control of the child should be reported as follows:

   2. In person or by telephone to the local DCP&P office weekdays between 9 a.m. and 5 p.m. at 1-732-324-1700; weekends, holidays, or after hours at 1-800-792-8610.

C. Institutional Child Abuse

Abuse alleged to have taken place in a school or other institutional setting by school personnel, compensated and uncompensated (volunteer), should be reported in person or by telephone to the Institutional Abuse Investigation Unit (IAIU) weekdays between 9 a.m. and 5 p.m. at 1-609-292-0617; weekdays, holidays, or after hours at 1-800-792-8610.

D. Investigations

The Board of Education has detailed the district responsibilities as follows:

1. Cooperate with DCP&P in investigations of child abuse that have occurred at any time outside or within the confines of the school or during a school-related function;

2. Permit DCP&P investigator to interview the child in the presence of the school principal or designee;
3. If the child is intimidated by the presence of the school representative, the child shall name a staff member, whom he or she feels will be supportive, who will be allowed to accompany the child during the interview. The purpose of including a school representative is to provide comfort and support to the child, not to participate in the investigation;

4. Cooperate with DCP&P in scheduling interviews with any school personnel who have information relevant to the investigation;

5. Release all pupil records of the child under investigation deemed to be relevant to the assessment or treatment of child abuse;

6. Maintain and secure all confidential information about child abuse cases;

7. DCP&P may release information to:
   a. An agency authorized to care for, treat or supervise a child who is the subject of a child abuse report, or a parent, guardian or other person who is responsible for the child's welfare, or both, when the information is needed in connection with the provision of care, treatment or supervision to such child or such parent, guardian or other person; and
   b. Any person who willfully permits or encourages the release of the contents of any record or report in contravention of this act shall be guilty of a misdemeanor and subject to a fine of not more than $1,000 or to imprisonment for not more than 3 years, or both.

8. Permit DCP&P to physically remove pupils from school during the course of a school day when it is necessary to protect the child or take the child to a service provider. Such removal shall take place once the principal or designee has been provided, either in advance or at the time removal is sought, with appropriate authorization; and

9. Cooperate with DCP&P when it is necessary to remove the child from his or her home for proper care and protection and when such removal results in the transfer of the child to a school other than the one in which he or she is enrolled.


Adopted: 06/08
Readopted: 12/17
MISSING CHILDREN

The Board of Education has a significant interest in missing children prevention efforts and supporting all reasonable efforts taken to recover missing children. Thus, the following regulations are established:

A. During school hours, students shall be supervised by responsible adults at all times.

B. Students shall not be allowed to leave school before the end of the school day without the permission of the principal or his/her designee.

C. Students leaving before regular dismissal time must be met in the school office and be signed out by a parent/guardian, or a person authorized to act in his/her behalf.

D. A record shall be kept indicating the legal guardian of each student. Such custodian shall be responsible for informing the school of any change in the student's custody. If one parent/guardian has been awarded custody of a child in a divorce, the other parent/guardian will not be allowed to accompany the child from the school unless he/she presents, to the principal, a letter authorizing such action from the custodial parent/guardian. The principal shall take reasonable steps to verify the letter.

E. In cases where the district has been given a copy of an court order of appropriate jurisdiction, terminating or limiting parental rights of one or both parents, the administrator in charge shall notify the custodial parent/guardian/agency, and, if appropriate, the police of any attempt to remove the child from school.

F. The Board may cooperate with parents/guardians and local authorities in organized programs designed to enhance the safety of district students.

Adopted: 06/08
Readopted: 08/14
CHILD STUDY TEAM RESPONSE TO THREATENED OR ATTEMPTED SELF-DESTRUCTION

Upon notification from a school that a student has reportedly or actually threatened or attempted self-destruction, the Child Study Team shall respond in the following manner:

A. Social worker and psychologist will report to the school immediately. (If the team members assigned to the school are not in the district at this time, substitutes will be dispatched by the Office of Special Services.) A guidance counselor or other staff member will remain with the student until team members arrive. The risk assessment will be conducted by two members of the Child Study Team, or one Child Study Team paired with a School Counselor or Student Assistance Counselor.

B. Team members will meet with the student and involved school personnel to determine the extent of the problem. Team members will conduct a risk assessment using the Columbia Suicide Severity Rating Scale.

C. If, in the judgment of team members, there appears to be imminent danger, a recommendation will be made to have the student transported to a local psychiatric screening center for evaluation.

D. If it appears that parental cooperation will not be forthcoming, the Superintendent will be contacted to determine the need for the Department of Child Protection and Permanency or local law enforcement involvement.

E. Any exception to these guidelines shall require a conference with the Director of Special Services.

It shall be the responsibility of the team members to keep the Director of Special Services informed of each step taken under these guidelines.

Adopted: 07/85
Readopted: 08/18
SUDDEN DEATH OF A MEMBER OF THE SCHOOL COMMUNITY

In recognition that the sudden death of a member of the school community or other significant personnel can have profound affects, the following regulations and procedures will be followed:

A. The principal must verify all facts with the police and/or through the family and the Director of Special Services, who will then notify the Traumatic Event Team. After verification, the principal will notify the Superintendent who will notify the President of the Board of Education. The Superintendent will also notify other members of the school community as needed.

B. The principal shall consult with the Traumatic Event Team leader to determine staff and student notification and procedure.

C. If a staff meeting is held, the following steps should occur:
   1. The principal will review the facts of the case and dispel rumors.
   2. The Traumatic Event Team, trained in bereavement or crisis counseling should describe how students may react to the news and suggest how teachers can handle the situation. Teachers will be advised as to the appropriate way to announce the tragedy to their students in class.
   3. Time should be allowed for staff members to ask questions and express their feelings because many of them will also be upset. Counselors will provide support to staff members in need.
   4. The principal and counselors shall compile a list of high-risk students, especially those close to the deceased. These students may meet as a group or individually with the counselors.
   5. Teachers should be instructed to allow all affected students the opportunity to visit the counselors in an orderly manner.
   6. The principal should schedule an after-school staff meeting to debrief the events of the day and make any pertinent announcements.

D. The Traumatic Event Team along with the Principal will determine the need for additional support and contact the county Traumatic Loss Coalition if needed.

E. To the extent that it is possible, efforts should be made to ensure that the regular school routine is followed. Activities to be avoided include large student assemblies or public address announcements. Suicide and sudden death situations shall be dealt with thoughtfully, carefully, and compassionately.

F. To work with the media, the Superintendent shall designate a single spokesperson. The spokesperson shall have the most accurate and up-to-date information and shall completely understand what information is authorized by the Superintendent for dissemination. As soon as it is reasonably possible, the spokesperson shall meet with the media as a group to:
   1. Indicate that the school officials are effectively dealing with the situation and give specific examples;
   2. Assure all present that all appropriate information will be shared which will not injure the right to privacy of the deceased and of the family;
   3. Provide an explanation when information cannot be shared (i.e.: due to family wishes, etc.); "No comment" is a red flag to the press.

G. These regulations shall be followed immediately upon return to school after the occurrence of a sudden death.

Adopted: 07/92
Readopted: 08/18
SUICIDE AWARENESS AND PREVENTION

In recognition of the incidence of student suicide and the belief that the physical and mental well-being of all students must be maintained, the following regulations and procedures will be followed:

A. Any staff member having reason to believe that a student is suicidal, either by threat or attempt, shall consider this student a "high risk" individual and shall notify the school principal and the school nurse or counselor. The school counselor shall utilize the Columbia Suicide Severity Rating Scale (CSSRS) short form to assess the student. If the CSSRS indicates risk, the school counselor or principal shall notify Special Services to dispatch the Child Study Team.

B. The pupil shall be removed to a protective environment for observation and care by the school nurse, counselor or principal until the Child Study Team arrives. THE STUDENT MUST NOT BE LEFT ALONE. This does not limit the right of the Woodbridge Township Board of Education to seek emergency medical assistance for a pupil in cases of a serious attempt in which physical damage has occurred or the pupil is in physical danger. It is imperative that the student remain with a staff member designated by the principal or his/her designee at all times.

C. The Child Study Team shall:
   1. Meet with the student and involved school personnel to determine the extent of the problem.
   2. Ensure that the parent is notified.
   3. Utilize the CSSRS long form to determine if the student is in imminent danger and, if so, arrange for transport to a local screening center for further evaluation.
   4. Notify the Staff Director of Special Services of any exceptions to the guidelines.
   5. Complete the required report and submit it to the Director of Special Services as soon as possible following the incident. If the assessment does not warrant psychiatric screening, inform the parent/guardian of any clinical intervention recommendations, provide information about school and community resources and encourage that the recommendations be followed.
   6. If psychiatric screening or counseling intervention is deemed imperative either by the Child Study Team or examining specialist and the parent refuses to act on this recommendation, a referral to the Department of Children Protection and Permanency will be considered by the Child Study Team.

D. In the case of a suicide attempt on school grounds during school hours or a school activity, after isolating the pupil and calling for medical assistance, the school authorities must search the student and his/her locker for any instruments (i.e., knife, razor, etc.) that could be considered dangerous to the student. Such items must be confiscated. Also, any controlled, dangerous substances, medications (non-prescription and prescription), drug paraphernalia or alcoholic beverages must also be confiscated and turned over to the police with a report as to where and when the paraphernalia or substances were found and by whom such materials were seized.

E. Attendance at school shall be determined by the local screening center or outside mental health provider.

F. The incident shall be considered confidential among those individuals involved in the clinical intervention recommendations.
G. Liability of Educational Personnel or Personnel of Hospital Treatment of Pupil (18A:40-412). No action of any kind in any court of competent jurisdiction shall lie against any teaching staff member, school nurse, or any other educational personnel, medical inspector, examining physician or any other officer or agent of the Board of Education or personnel of the emergency room of a hospital because of any action taken by virtue of the provisions of this act, provided the skill and care given is that ordinarily required and exercised by other such teaching staff members, nurses, educational personnel, medical inspectors, physicians, or other officers or agents of the Board of Education or emergency room personnel.

H. These regulations shall also be followed when the school is informed of threats or attempts that occur at home or outside of school sponsored activities.

Adopted: 07/92
Readopted: 08/18
CRISIS TEAM

The Woodbridge Township School District's Crisis Team has been created to assist in coordinating psychological assistance and support during and after crisis situations. A crisis is defined as any event which causes trauma or stress to a segment of the school population. Such crises include death, suicide, natural disaster and acts of violence in the community, etc. The Crisis Team will supplement services/people already available in the schools, but not replace them.

A. Guidelines for activating the Crisis Team are:
   1. The crisis shall involve a segment of the school population.
   2. The Principal shall contact the Staff Director of Special Services to request Crisis Team involvement.
   3. The Staff Director of Special Services assemble the Crisis Team or individual members in response to the extent of the crisis.
   4. The Crisis Team shall work with the Principal in conjunction with Policy #579.

B. The duties and responsibilities of the Crisis Team shall include:
   1. The development of a standard procedure to follow when a crisis occurs.
   2. The development and review of the specific types of incidents in which psychological assistance might become necessary.
   3. The establishment of guidelines for training personnel who will be involved in assisting those affected by the crisis.
   4. The provision of consultation to existing staff when a crisis affects one or a few students/staff.
   5. The provision of crisis management/counseling to students/staff in conjunction with the principal and existing support staff.
   6. The dissemination of crisis procedures/guidelines to staff through inservices.
   7. The development of procedures in conjunction with township officials for a community crisis response team.

Adopted: 08/05
Readopted: 08/14
The Woodbridge Township School District’s Traumatic Event Team has been created to assist in coordinating psychological assistance and support during and after crisis situations. A crisis is defined as any event which causes trauma or stress to a segment of the school population. Such crises include death, suicide, natural disaster and acts of violence in community, etc. The Traumatic Event Team will supplement services/people already available in the schools, but not replace them.

A. Guidelines for activating the Traumatic Event Team are:

   1. The crisis shall involve a segment of the school population;
   2. The principal shall contact the Director of Special Services to request the Traumatic Event Team involvement;
   3. The Director of Special Services assembles the Traumatic Event Team or individual members in response to the extent of the crisis.
   4. The Traumatic Event Team shall work with the principal in conjunction with district policy.

B. The duties and responsibilities of the Traumatic Event Team are outlined in the Woodbridge Township Traumatic Event Plan.

Adopted: 08/18
CONTROL OF CONTAGIOUS DISEASES

Parents shall be advised annually that the diseases tested in the attached table are cause for exclusion of their child from school for the period indicated. Any problems that arise as a result of this regulation are to be referred to the school nurse.

Adopted: 08/11
Readopted: 08/14

(NOTE: Chart follows this regulation.)
<table>
<thead>
<tr>
<th>DISEASE</th>
<th>TIME FROM EXPOSURE TO FIRST SIGN</th>
<th>EARLY SIGNS</th>
<th>PERIOD OF ISOLATION</th>
<th>THOSE WHO HAVE HAD THE DISEASE</th>
<th>THOSE WHO HAVE NOT HAD THE DISEASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shingles</td>
<td>10–21 days</td>
<td>Vesicular lesions on dermatome, pain.</td>
<td>Only if lesions cannot be covered.</td>
<td>No restrictions</td>
<td>Those who have not had chicken pox should not come in contact with vesicles.</td>
</tr>
<tr>
<td>Coxackie Virus</td>
<td>Usually 3-6 days</td>
<td>Fever for 1-3 days with mild flu-like symptoms, nausea; blisters inside mouth and on palms of hands and soles of feet.</td>
<td>Return to school when fever free and no open blisters.</td>
<td>No restrictions</td>
<td>Inform and educate.</td>
</tr>
<tr>
<td>Gastritis (<em>Stomach Flu/Virus</em>)</td>
<td>24-48 hours</td>
<td>Vomiting and/or diarrhea</td>
<td>Permit attendance when vomiting/diarrhea ceases and tolerating meals for 24 hours.</td>
<td>No restrictions</td>
<td>Inform and educate.</td>
</tr>
<tr>
<td>MRSA</td>
<td>1-10 days</td>
<td>Red, hot, swollen skin lesions with pus-like drainage</td>
<td>Permit attendance if under treatment and lesions are covered.</td>
<td>No restrictions</td>
<td>Inform and educate.</td>
</tr>
<tr>
<td>Molluscum Contagiosum</td>
<td>2 weeks-6 months</td>
<td>White, pink or flesh colored bumps with a cheesy-like discharge</td>
<td>Permit attendance if under treatment and bumps are covered; no sports until healed or covered.</td>
<td>No restrictions</td>
<td>Inform and educate.</td>
</tr>
</tbody>
</table>

*District Letter Sent Home
**Letter sent home to student’s class ONLY
HEALTH SCREENINGS

The following table specifies the physical screening and frequency thereof to be administered to pupils of this district.

* * * * * * *

WOODBRIDGE TOWNSHIP SCHOOL DISTRICT
HEALTH SCREENING PROGRAM

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>P</th>
<th>K</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vision Screening</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acuity</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plus Lens</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Color Vision</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Binocular Vision</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Muscle Balance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auditory Screening</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blood Pressure Screening</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Height and Weight</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scoliosis Screening</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sport Physicals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Immunization Program</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Tuberculosis Program</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Adopted: 09/11
Readopted: 08/14
FILING AND FOLLOW-UP OF INSURANCE CLAIMS FOR ATHLETIC INJURIES

A. High School Level
   1. The head coach, parents or guardians of the injured athlete, and the athletic department chairperson are responsible for the proper filing and follow-up of the insurance form for an athletic injury.
   2. The head coach will initiate the claim by making sure that the parents or guardians of the injured athlete receive an insurance claim form.
   3. Upon receipt of the form, parents or guardians will fill out their portion and present it to the doctor.
   4. The doctor, after filling out his/her section of the form, will return it to the parents or guardians. It is then the responsibility of the parents or guardians to return the form to the athletic department chairperson.
   5. The athletic department chairperson will fill out the “School Official's Statement” portion of the form. He/she will then screen the form to be sure all information requested has been furnished. After the form is fully completed a duplicate copy will be made and kept on file in the school for three (3) years.
   6. If the injured athlete requires emergency room care or hospitalization, the claim form must be given to the hospital by the coach, parent, or guardian. The hospital, after filling out their portion of the form, must give it back to the parents. It is then the responsibility of the parents or guardians to return the form to the athletic department chairperson.
   7. Injured athletes returning to play must be cleared by a district physician.
   8. Parents are responsible for processing claims in accordance with the carrier's procedures.

B. Middle School Level
   1. The head coach, parents or guardians of the injured athlete, and the building principal are responsible for the proper filing and follow-up of the insurance form for an athletic injury.
   2. The head coach will initiate the claim by making sure that the parents or guardians of the injured athlete receive an insurance claim form.
   3. Upon receipt of the form, parents or guardians will fill out their portion and present it to the doctor.
   4. The doctor, after filling out his/her section of the form, will return it to the parents or guardians. It is then the responsibility of the parents or guardians to return the form to the school.
   5. The school will fill out the “School Official's Statement” portion of the form, and screen it to be sure all information requested has been furnished. After the form is fully completed a duplicate copy will be made and kept on file in the school for three (3) years.
   6. If the injured athlete requires emergency room care or hospitalization, the claim form must be given to the hospital by the coach, parent, or guardian. The hospital, after filling out their portion of the form, must give it back to the parents. It is then the responsibility of the parents or guardians to return the form to the school.
   7. Injured athletes returning to play must be cleared by a district physician.
   8. Parents are responsible for processing claims in accordance with the carrier's procedures.
Regulation

HUMAN IMMUNODEFICIENCY VIRUS

New Jersey Administrative Code 8:61-1.1 and 6:29-2.4 refers to attendance at school by pupils (pre-Kindergarten - 12) or adults (teachers, administrators, food service employees or other staff members) infected by Human immunodeficiency Virus. Adults with HIV infection in all school settings shall not be restricted from their normal employment for reasons of the HIV infection unless they have another illness which would restrict their employment. Any pupil or adult, with or without HIV infection, shall be removed from school if and when the individual has weeping skin lesions that cannot be covered. It is not necessary that anyone in the school be notified that an HIV infected individual is present.

A. The following regulations and procedures shall apply for pupils with HIV infection who are enrolled or seeking enrollment in our school program.

B. The presence of HIV in a pupil does not constitute reason for exclusion of such pupil from school.

C. Pupils with HIV infection may not be excluded for reasons of his/her own protection against possible exposure to the infectious diseases of others.

D. The presence of HIV infection in and of itself may not serve as a basis for excluding a pupil by way of classification as eligible for home instruction.

E. No sibling or other person in the same household as a pupil who has been diagnosed to have HIV infection shall be excluded from attendance at school.

F. It is not necessary that anyone in the school be specially notified that an HIV-infected individual is registered to attend school or is an employee of the school. Should school officials receive notification of the presence of an HIV-infected individual, records containing identifying information regarding the HIV status of the individual must be kept confidential as required by N.J.S.A. 26:5C-5 et seq. Such information can be shared, only with the written consent of the pupil’s parent or guardian, with those who need to know the status to determine the educational program for the pupil.

Adopted: 01/98
Readopted: 08/14
Regulation

#1270 ANIMAL BITES OR SCRATCHES

A. The School Nurse will serve as the Animal Bite Coordinator for each school and will specifically maintain the Animal Bite Procedure File, which are specific procedures to follow when a student or staff member is bitten or scratched by an animal at school.

B. The following procedures must be followed if an animal bite or scratch occurs:

1. As soon as possible, the wound from a bite or scratch should be thoroughly cleaned as dental matter or fecal matter can cause infection.

2. Topical antibiotic cream is recommended.

3. The parent or guardian must be notified of the bite and told to obtain medical care for the bite victim.

4. If the physician has questions about the status of the animal, he/she should be referred to the Woodbridge Health Department. In most cases, where an individual is bitten by a domestic animal (dog, cat, guinea pig, hamster, gerbil, etc.), the risk of rabies is very low and the physician will not start anti-rabies treatment until the animal has been confirmed to be rabid through laboratory testing. Birds, fish, reptiles and amphibians do not carry rabies.

5. Contact the Woodbridge Township Health Department and Animal Control Office (732) 855-0600, ext.5007. (If the incident occurs after hours, call the Woodbridge Police Department and they will contact the Animal Control Officer who is on-call that night.) Animal control will handle the quarantine of the animal and follow up on whether the animal has an owner, if it is current with its vaccinations and where the animal will be kept for observation. If necessary, Animal Control will euthanize the animal, make it ready for submittal to the State for Rabies testing, and make arrangements for its transportation to either the State lab or the courier service.

6. Avoid contact with the animal or animal carcass. Quarantine the area immediately and make sure all persons are safe until animal control arrives.

7. Immediately after calling animal control, the principal should call the Superintendent of Schools to report the incident.

8. A “Report of Animal Bites” form must be completed and a copy sent to the Nursing Supervisor.

9. A “Follow-up Report of Animal Bites” form must be completed after the animal has been quarantined for a period of 10 days and a copy sent to the Nursing Supervisor.

Adopted: 10/11
Readopted: 08/14
STUDENT SAFETY

Notification of Student Absences and Transfers

A. Parents/guardians are requested to notify the school office whenever a student will be absent from a school.

B. A parent/guardian who anticipates a student’s future absence or anticipates that an absence will be prolonged is requested to notify the school.

C. A parent/guardian who intends to withdraw a student from school shall be asked to designate the school or school district to which the student will be transferred.

Identification of Potentially Missing Student

A. Teachers shall record and report attendance.

B. Teaching staff members shall be alert to parental neglect of the responsibility for the enrollment and attendance of school age students. A teaching staff member or other staff member who believes that a student has been removed from school by his or her parent or primary caretaker, however recent the removal, shall promptly report that belief to the principal.

Lost or Abducted Students

A. School officials shall daily compile a list of absent students and compare that list to the students for whom parental notification of absence has been received.

B. School officials shall attempt to reach by telephone the parent of an absent student for whom notification of absence has not been received. Telephone calls will be made to the student’s home and to the parent’s place of work as indicated on the emergency notification form submitted by the parent.

C. If a parent cannot be reached by telephone, the principal shall promptly take reasonable, appropriate steps to locate the absent student, including but not limited to:
   1. Interviewing other students, staff members, and neighbors of the student; and
   2. Visiting the student’s home.

D. In the event school officials cannot reach the parent and cannot locate the student, they shall promptly inform the principal that the student may be missing.

E. The principal shall consider the student’s age, maturity, attendance record, and disciplinary history, academic record, and medical history and, if there is reason to suspect that the student may be lost or abducted, shall immediately notify the police department.

Truancy

A. The principal shall report a student who has been unaccountably absent five consecutive school days to the superintendent.
STUDENT SAFETY (regulation continued)

B. The superintendent shall designate a staff member who shall attempt to determine the reason for the absence of any student absent five consecutive days or more.

C. When a student has been formally withdrawn from the school district but an official request for the student’s records has not been received within five days of the withdrawal during the school year or within thirty days of the withdrawal at the end of the school year, the principal shall report the student to the superintendent.

Report to Law Enforcement Officials

A. The superintendent shall report to the police department any incident of an unaccountably absent student or a withdrawn student who has not entered another school system. The report may include:

1. The student's name, age, gender, and physical description;
2. The student and parent's/guardian's last known home address; and
3. The parent's name and work place, if known.

B. The superintendent shall record in the student's permanent record in this district the date on which a student was reported in accordance with this regulation and the information released to the police department.

C. The principal and/or staff members having knowledge of the student shall cooperate fully with the police in their efforts to locate the student.

D. In the event a student believed to be missing is located, the superintendent shall notify the police immediately.

Emergency Response

District staff members responsible for the direct supervision of students shall make every effort to ensure that students are accounted for and supervised adequately at all times. When staff are required to respond to an emergency the following procedure shall be followed:

A. Teachers will not leave a class except in the case of an emergency situation that endangers or threatens to endanger the safety of a student or students. The principal must be notified immediately through the best feasible method.

B. Teachers will be at assigned room when students are scheduled to arrive.

C. Classrooms and special facilities (gymnasiums, home economics room, industrial arts room, science lab, etc.), must be locked when not occupied by a teacher or other responsible staff member so that students may not enter without supervision.

D. Careful instructions must be given, and students satisfactorily trained before being allowed to use specialized equipment. This information would be recorded in the lesson plan book.

E. Each teacher or other responsible staff member must maintain a standard of care for supervision control and protection of students commensurate with assigned duties and responsibilities.

F. Staff members shall not voluntarily assume responsibility for duties he/she cannot reasonably perform.

G. A teacher or other responsible staff member shall provide proper instruction in the safety matters presented in assigned curriculum grades.
STUDENT SAFETY (regulation continued)

H. Each teacher or other staff member shall immediately report to the principal an accident or safety hazard he/she detects.

I. Teachers or any other staff members shall not send students on any personal errands.

J. Staff members shall not transport students in a personal vehicle unless approved by the superintendent according to board policy and regulation 3541.31 Privately Owned Vehicles.

K. A student shall not be required to perform work or services that may be detrimental to his/her health.

L. Pursuant to the law, each teacher or any other staff member of this district shall report to the principal immediately, any sign of suspected student abuse or drug abuse.

M. Staff shall immediately contact the school nurse for injured students who require the administration of first aid. If the school nurse or other qualified health professional can not be located to administer first aid, staff shall use good judgment in the administration of first aid.

NJSBA Review/Update: 11/08  
Adopted: 08/14
SAFETY PATROL

A. Organization
   1. Those schools which sponsor safety patrols should have at least one shift of patrol members with substitutes, making a patrol of from 5-15 members, depending on the size and location of the school and functions of the patrol.
   2. The captains and lieutenants may be appointed to supervise.
   3. There shall be an advisor in each building.
   4. It shall be the responsibility of the principal, through the efforts of the teachers, to acquaint all children with the best and safest way to travel to and from school.

B. Rules for Members
   1. Each patrol member shall be marked daily for attendance.
   2. Each child is expected to maintain a passing grade as an average.

C. Standards
   1. Each patrol member is to be on duty at the time specified by their patrol advisor.
   2. A patrol member wears a belt with badge only when he/she is on duty.
   3. Patrol members are dismissed from the duty by the captain or lieutenant so that they are in their classrooms ready for work at the start of class.
   4. If a patrol member is ill and unable to report to duty, he/she will try to have a member of his/her family contact the captain, lieutenant or the advisor so that a substitute can be obtained for the post.

D. Pledge:
   I PLEDGE MYSELF TO:
   Report for duty on time;
   Perform my duties faithfully;
   Strive to prevent accidents, always setting a good example of myself;
   Obey my teachers and officers of the patrol;
   Report dangerous practices of students;
   Strive to earn the respect of fellow students.

Adopted: 08/14
Regulation

EQUAL OPPORTUNITY / NON-DISCRIMINATION / SEXUAL HARASSMENT
COMPLAINT PROCEDURE

A. Purpose

The following procedures are designed to provide for an orderly and complete response to alleged unlawful discrimination.

B. Confidentiality

It is the goal of the Board, both during an investigation and thereafter, to maintain confidentiality to the fullest extent possible, revealing only those particulars of the matter to the extent necessary for a thorough investigation. Any individual who unnecessarily compromises the confidentiality of an investigation will be subject to appropriate discipline.

C. No Retaliation

All employees and pupils should be aware that no retaliation whatsoever will be permitted against one who complains of any incident of unlawful harassment or discrimination, or who assists in the investigation thereof. Any individual who is found to have committed a retaliatory act against an employee or pupil who has complained of harassment or participated in an investigation of harassment shall be subject to appropriate discipline.

After the matter is concluded, and if a determination is made that unlawful harassment or discrimination has occurred, in addition to imposing the appropriate discipline on the individual involved and/or implementing any other resolution of the matter, the investigator will follow up with the person who was subject to the harassment to determine whether the inappropriate conduct at issue has ended, and to ensure that there has been no new occurrence of unlawful harassment or discrimination by the original individual, or by anyone else in retaliation for the complaint made.

D. Definitions

1. Complainant: Any person alleging discrimination under the law or Board policies.

2. School Affirmative Action Officer: The individual at the school building level who has been assigned by the Board of Education to be the Affirmative Action Officer for the building or school.

3. District Affirmative Action Officer: The individual appointed by the Board of Education to be the District's Affirmative Action Officer and who is identified to the New Jersey Department of Education as being responsible for affirmative action activities within the District.

E. Initiation

Complaints of discrimination may be initiated by people in the following categories:

1. Employees
2. Students
3. Parents or guardians of students in attendance in Board programs
4. Other individuals as required by law

F. Informal Complaints

Informal complaints which are requests for information, or an attempt to bring a potential issue to the notice of either school or District affirmative action officers, shall be allowed without prejudice.
G. Formal Complaints

Formal complaints must be filed according to the procedures listed below.

◊ Any employee who has been subjected to unlawful harassment or discrimination, or who has witnessed any incident of unlawful harassment or discrimination (hereinafter the “complainant”), should report the matter without delay to any of the following: the School Affirmative Action Officer, the District Affirmative Action Officer, the School Principal, or the Superintendent of Schools. Any supervisory employee who receives a complaint of unlawful harassment or discrimination must promptly refer the matter to the Superintendent of Schools, and in his absence, to the District Affirmative Action Officer.

◊ Any pupil who has knowledge of, or is a victim of, unlawful harassment or discrimination should immediately report his/her allegations to any one of the following: any teaching staff member; the School Principal, the School Affirmative Action Officer, or the District Affirmative Action Officer.

◊ Any employee who receives a report of unlawful harassment or discrimination of a pupil, or who has independent cause to suspect that a pupil has been subjected to unlawful harassment or discrimination, shall promptly notify the School Principal, who shall immediately refer the matter to Superintendent of Schools, and in his absence, to the District Affirmative Action Officer.

◊ The complaint may be filed in single copy. If the complainant does not file additional copies, the School Affirmative Action Officer shall duplicate sufficient copies so that one is available for the complainant and the other included parties. The complaint shall be filed on the printed form provided for such complaint, or may be typewritten or clearly printed on a facsimile or alternate, on paper no less than 8” x 11”. The complaint shall include:
  1. the full name of all complainants;
  2. a statement of what unlawful category of discrimination is alleged;
  3. a statement setting forth the facts deemed to demonstrate the alleged discrimination;
  4. a statement describing whether or not any action has been instituted;
  5. signature of the complainant(s); and
  6. the date the complaint is filed

H. Investigation Process

The Board will investigate the matter by communicating not only with the parties involved, but also with those who have witnessed it or otherwise have knowledge of it, if appropriate. The complainant should be prepared to provide full and complete information regarding the incident. Based upon the information provided by the complainant, if appropriate, a written statement of complaint will be prepared by the investigator, which the complainant will be asked to sign.

A similar investigation will be undertaken with the individual alleged to have engaged in the conduct at issue. If appropriate, a statement will also be taken from that person. If appropriate, the investigator will then discuss with each of the parties the information and responses obtained from each of them, as well as other evidence compiled, if necessary, in order to obtain any further pertinent information from the complainant and from the alleged harasser.

Thereafter, and based on all of the information obtained in the investigation, the investigator will decide as to whether or not a determination that unlawful harassment or discrimination has occurred is warranted. If discipline is warranted, the investigator may make a recommendation as to the appropriate discipline. In the event that a determination that unlawful harassment or discrimination occurred is warranted, the determination will be based upon the investigation performed by the investigator, supplemented by further investigation, if deemed necessary. Any discipline or other action which may then be found appropriate will be promptly implemented in accordance with law.

At the conclusion of the investigation, each of the parties involved will be advised of the outcome.

12/07 - (Note: Accompanying form follows this Regulation.)
From: ________________________________________________________________
Grievant

To: ________________________________________________________________
Affirmative Action Officer or Building Administrator

Date of incident: ____________________ Date report submitted: _________________

Describe the incident/complaint being reported. (Use additional pages if needed.)

Have other proceedings been initiated to date? Yes_____ No_____

______________________________________________________________
Signature of Grievant

This portion to be completed by Building Administrator or Affirmative Action Officer.

Re: Complaint submitted by ____________________________, Grievant

Investigatory information:

Action(s) taken, if any:

Date Grievance Received ____________________ Person in charge of investigation into incident/complaint

c: Superintendent's Office (Re: Reg. #5145, Equal Opportunity / Non-Discrimination
STUDENT LOCKER SEARCHES

Student lockers may be searched in unusual circumstances and only according to the following guidelines:

A. At the beginning of each school year before lockers are designated, each pupil shall be given a notice which he/she and his/her parents are required to sign. Such a notice would state that lockers would be subject to search without prior notice.

B. The principal must approve the search.

C. The student whose locker is being searched may be allowed to be present at the time the search is being conducted, if possible.

D. Competent witnesses, such as the principal or a designated staff member, should be at hand when the search is conducted.

E. The police may be contacted and the search conducted in keeping with accepted police procedures, if deemed necessary.

F. A complete report of such searching should be prepared promptly, and filed in the principal's office.

G. A copy of said report should be filed with the Superintendent of Schools and the Board of Education.

Adopted: 08/14
A. Parental Notification and Involvement

A student’s parents/guardians and adult students shall be notified before the section 504/ADA committee evaluates a student who has been referred for a suspected disability pursuant to section 504/ADA. The section 504/ADA committee shall involve parents/guardians in all identification, evaluation and educational placement decisions. Parents/guardians shall have an opportunity to examine all relevant records. A section 504/ADA evaluation meeting can be held which shall provide an opportunity for participation by each student’s parents/guardians as well as representation by counsel. The student’s parent/guardian shall be notified in writing of the section 504/ADA committee meeting. The section 504/ADA committee shall consider all relevant information concerning the student to determine whether he/she is disabled under section 504/ADA.

B. Information Sources and Education Plan

Information may include reports from physicians, observation from parents, teachers, school personnel, results of standardized tests, etc. The section 504/ADA committee shall determine whether the student is disabled under section 504/ADA, and, if so, develop a written educational plan describing what accommodations, modifications, services, or programs will be provided to meet the student’s needs. The determination and, if applicable, education plan of the section 504/ADA committee shall be submitted to the parent/guardian in writing.

C. Annual Review

The section 504/ADA committee shall meet periodically to review the student’s educational plan. In addition, prior to any significant changes in placement, a reassessment of the student’s needs shall be conducted. Parents or guardians who disagree with the identification, evaluation, or placement of a student with disabilities shall have the right to an appeal following section 504/ADA grievance procedures and ultimately to request a due process hearing pursuant to the procedures set forth herein.

D. Grievance Procedures

The Woodbridge Township School District does not discriminate on the basis of disability with regard to admission, access to services, treatment or employment in its programs or activities. A complaint shall be filed with the section 504/ADA Officer without reprisal by the board of education or any of its employees or agents. It is the intent of the District that all complaints be resolved in a prompt and equitable manner. Any alleged complaint within the scope of section 504/ADA - Rehabilitation Act of 1973 should be addressed through the district grievance procedure for students as detailed below and at file code 5145.6 or the district grievance procedure for staff (file code 4118.3/4218.3 and/or procedures set forth in the negotiated agreement).

Anti-Discrimination/Equal Educational Opportunity Grievance Procedure

In keeping with Federal/State anti-discrimination legislation, the following grievance procedure shall be implemented for the resolution of student, employee, and parent/guardian complaints.
504/ADA (regulation continued)

Purpose

To provide students, employees and parents/guardians a procedure by which they can seek a remedy for alleged violations related to discrimination on the basis of race, color, creed, religion, sex, ancestry, national origin, or social or economic status.

Definition:

**Grievance:** A formal written complaint

**Grievant:** Any student, employee or parent/guardian aggrieved by a decision or condition falling under the guidelines of federal and/or state anti-discrimination laws

**Affirmative action officer:** The district employee designated to coordinate efforts to comply with anti-discrimination legislation and charged with the responsibility of investigating complaints

Procedure:

**Step 1:** The grievant must present the complaint in written form to the responsible person designated as the affirmative action officer.

**Step 2:** The affirmative action officer has five working days in which to investigate and respond to the grievant.

**Step 3:** If not satisfied, the grievant may appeal within ten working days to the superintendent or his/her deputy.

**Step 4:** Response by the superintendent or his/her deputy must be given within ten working days.

**Step 5:** If the grievant is not satisfied at this level, an appeal may be made within ten working days to the board of education which will hear the complaint at the next regular meeting or within 30 calendar days. The board hearing shall be conducted so as to accord due process to all parties involved in the complaint. The decision of the board shall be by a majority of the members at a meeting which shall be public.

**Step 6:** The board of education shall respond to the grievant within 30 calendar days.

**Step 7:** If the grievant is not satisfied with the board's decision, the grievant may file the complaint with the Office of Equal Educational Opportunity, New Jersey State Department of Education. The grievant maintains the right to by-pass the grievance procedure and submit the complaint directly to the Office for Civil Rights, Washington, D.C. Grievance

This procedure and the district grievance forms are available upon request at the administrative offices in the district.

Adopted: 08/14
WOODBRIDGE TOWNSHIP BOARD OF EDUCATION

Woodbridge, New Jersey

Regulation

ANTI-DISCRIMINATION/EQUAL EDUCATIONAL OPPORTUNITY

The board of education shall, in accordance with law, strive to overcome the effects of any previous patterns of discrimination in school and classroom practices and shall systematically monitor district procedures to ensure continuing compliance with anti-discrimination laws and regulations.

The Assistant Superintendent for Human Resources shall serve as affirmative action officer and shall coordinate all activities designed to implement board policy 5145.4 Equal Educational Opportunity. The affirmative action officer shall identify and recommend the correction or removal of impermissible bias based on race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation or sex, social or economic status, or disability. He/she shall:

A. Review current and proposed curriculum guides, textbooks, and supplemental materials for bias and determine whether such materials fairly depict the contribution of both men and women and various racial and ethnic groups in the development of human society;

B. Develop an ongoing program of inservice training for school personnel designed to identify and solve problems of bias in all aspects of the school program;

C. Review current and proposed programs, activities, and practices to ensure that all students have equal access to them and are not impermissibly segregated in any duty, work, play, classroom, or school practice except as may be permitted under rules of the state board of education;

D. Ensure that similar aspects of the school program receive commensurate support as to staff size and compensation, purchase and maintenance of facilities and equipment, and access to such facilities and equipment;

E. Ensure that tests, procedures, and guidance and counseling materials that are designed to evaluate student progress or rate aptitudes, or analyze personality or in any manner establish or tend to establish a category by which a student may be judged are not impermissibly differentiated or stereotyped.

Parents or legal guardians, students, staff members, and members of the public shall be informed annually about the district’s affirmative action plan for school and classroom practices, the designation of the affirmative action officer, and the procedure by which an affirmative action complaint may be filed and processed.

The affirmative action officer shall report as required to the board on progress made in the affirmative action program for school and classroom practices. The board will annually review district progress toward the objectives of any state-approved affirmative action plan.

Adopted: 08/14
Readopted: 08/18
Regulation

AFFIRMATIVE ACTION GRIEVANCE PROCEDURE (STUDENTS)

Definitions

A. Grievance:

Is a claim based on the interpretation, applications violation of policies, agreements, or administrative decisions, that appear to be based on race, sex, age, creed, color, religion, ancestry, national origin, disability, social, or economic status discrimination.

It does not include:

1. The failure or refusal of the board to renew a contract of a non-tenured employee.
2. Any claim where a method of review has heretofore been or hereafter is established by law, rule or regulations, by way of appeal to any commissioner, commission, board, agency, or court, whether said rights having been created for general application (e.g. civil service) or specific application (e.g. to the commissioner of education.)
3. Matters where the board is prohibited by law, regulation, or decision from acting.
4. Matters beyond the contract involving the sole discretion of the board.

B. Aggrieved Person:

Any student, employee, or parent/guardian aggrieved by a decision or condition falling under the guidelines of federal and/or state anti-discrimination laws.

C. Representation:

Any individual who files a grievance may be represented at all formal stages of the grievance procedure by himself. If an individual selects a person to counsel, advise, and represent him, the aggrieved person must be present at all times.

D. District Affirmative Action Officer:

Has the primary responsibility for coordinating activities related to the investigation of discrimination complaints. Those activities should include the implementation, publication, record keeping, and processing of the grievance. The district affirmative action officer should receive copies of all discrimination grievances filed and be kept informed of their outcomes.

Purpose

A. To provide students, employees, and parents/guardians a procedure by which they can seek a remedy for alleged violations related to discrimination on the basis of race, color, age, creed, religion, sex, disability, ancestry, national origin, or social or economic status.

B. The purpose of this procedure is to resolve differences at the lowest possible level. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
AFFIRMATIVE ACTION GRIEVANCE (regulation continued)

C. Nothing herein contained shall be construed as limiting the right of an aggrieved person to discuss the matter informally with the appropriate member of the administration.

Procedure

A. Time Limits

A grievance must be filed in writing within twenty (20) calendar days of the event, or the date on which the aggrieved person knew or could have reasonably known of the event. The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

B. Year End Grievances

In the event a grievance is filed at such a time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, the time limits set forth herein may be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon as thereafter as is practicable.

C. Level One

Informal - All aggrieved person may first discuss it with the principal, supervisor, and/or affirmative action officer with the objective of resolving the matter informally prior to formally filing the grievance.

Formal - A grievance to be considered under the procedure shall be initiated by the aggrieved person, in writing, within twenty (20) calendar days of its occurrence or when the person could have reasonably known of the occurrence, to the affirmative action/grievance officer using the affirmative action grievance form. A decision shall be made within (7) school days after presentation of the grievance at this level. Grievance officer is to use tile space provided on the grievance form. A copy of the report is to be filed with the superintendent.

D. Level Two - Director of Curriculum, Instruction and Staff Development

If the aggrieved person is not satisfied with the disposition of the grievance at level one, or if no decision has been rendered within seven (7) school days after the presentation of the grievance at level one, the grievance may be filed in writing with the director of curriculum, instruction and staff development within seven (7) school days of receipt or the latest date when response was due using the affirmative action grievance appeal form A. The director shall render his decision in writing within seven (7) school days after receiving the written grievances, using space provided on grievance appeal form. A copy of the report is to be filed with affirmative action/grievance officer and the superintendent.

E. Level Three - Superintendent

If the aggrieved person is not satisfied with the disposition of the grievance at level two, or if no decision has been rendered within seven (7) school days after the presentation of the grievance at level two, the grievance may be filed in writing with the superintendent within seven (7) school days of receipt or the earliest date when response was due using the grievance appeal form B. The superintendent shall render his decision in writing within seven (7) school days after receiving the written grievance, using the space provided on grievance appeal form B. A copy of the report is to be filed with affirmative action/grievance officer.
AFFIRMATIVE ACTION GRIEVANCE (regulation continued)

F. Level Four - Board of Education

If the aggrieved person is not satisfied with the disposition of his grievance at level three, or if no decision has been rendered within seven (7) school days after the grievance was delivered to the superintendent, he may within seven (7) school days after a decision by the superintendent or ten (10) school days after the grievance was delivered to the superintendent, whichever is sooner, submit the grievance to the board using grievance appeal form C. The appeal shall be submitted in writing through the superintendent who shall attach all related papers and forward the appeal. The board shall review the grievance and shall, at the option of the board, hold a hearing with the aggrieved person and render a decision in writing within thirty-five (35) calendar days of receipt of the grievance by the board. The decision shall be communicated through the superintendent to the aggrieved person with a copy to district affirmative action/grievance officer.

G. Level Five:

If the grievant is not satisfied with board's decision, the grievant may file the complaint to the director of the office for civil rights, Washington, D.C. The grievant maintains the right to by-pass the grievance procedure and submit the complaint directly to the office of civil rights.

Affirmative action grievance form(s) and appeal form(s) are available in each administrative/school building office or obtainable from the affirmative action/grievance officer.

Adopted: 08/14
STUDENT GREIVANCE PROCEDURE

The following protocol shall be observed for the handling of complaints:

Step 1

A community member, student, parent grievant, or their representative(s) shall first discuss the alleged grievance with the school principal.

Step 2

If, after consultation with the school principal, a satisfactory solution has not been reached within seven (7) calendar days, a written formal grievance, designating the grievance and all parties to the grievance may be filed with the school principal. The grievant shall in writing state the remedy or solution sought.

The grievant must submit a grievance on the attached form. This form may be secured at the school office as well as the office of the assistant school principal or other designated affirmative action officer. If such written formal grievance is not filed with seven (7) calendar days after the initial discussion in Step 1, the grievance shall be considered waived.

Step 3

If the grievant is not satisfied with disposition of his/her written grievance, Step 2, or if no decision has been remedied within seven (7) calendar days after presentation of the written grievance, he/she may file the grievance in writing with the superintendent. The superintendent shall render a decision within twenty (20) calendar days.

Step 4

If the grievant is not satisfied with the resolution of the grievance at Step 3, then the grievance shall be submitted in writing to the board of education within seven (7) calendar days of receipt of the decision of the superintendent, and the board shall render a decision in writing within thirty (30) calendar days after the submission of the said grievance.

The grievant can request an appearance before the board of education. The board will decide if an appearance is appropriate on a case-by-case basis. The appearance shall be limited to fifteen (15) minutes. When an appearance occurs, the board shall render a decision within thirty (30) calendar days of the appearance.

Adopted: 08/14
STUDENT/PARENT/GUARDIAN GRIEVANCE FORM

SCHOOL ________________________

I, the undersigned, _______________ student/parent/guardian of ____________ School District, do hereby make complaint and advise the administration and/or board of education that I understand and believe that:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

a teacher, employee, or policy of said district, on or about the _________ day of _____________ 20___, at _________________________________ did:

(Please describe the incident or act complained of)

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

I believe this incident, act, or policy adversely affects the performance of said teacher, employee, or district as follows:  (Please describe how you believe the action complained of has an adverse effect.

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Prior to signing this complaint, I have taken the following action to verify the occurrence and remedy or clarify the problem complained of:  (This must include discussing the incident with: 1-the teacher, 2-the building principal, and 3-the superintendent)

________________________________________________________________________________________

________________________________________________________________________________________

I suggest the following action on behalf of the administration and/or board:

________________________________________________________________________________________

________________________________________________________________________________________

If this matter proceeds to a formal or informal hearing, I will appear and testify as to my knowledge of the matter.

Complainant signature: ___________________________ Date: ___________________________  

Administrator signature: ___________________________ Date: ___________________________
PROCEDURE FOR PARTICIPATION OF NONPUBLIC SCHOOL STUDENTS

1. Nonpublic school students identified by nonpublic school administrators and referred to the school district for evaluation and classification under the provisions of law shall be referred utilizing appropriate NJ Department of Education form.

2. Upon receipt of referral, the Director of Special Services will arrange for the evaluation of the student by the district child study team when appropriate or on a purchase of services basis, for the examination and classification services required under law. Purchased services shall be provided by an authorized county educational services provider in which the nonpublic school is located.

3. When a nonpublic school student is classified and found to be in need of specialized educational services and/or programs the examining child study team shall to include the appropriate services and/or programs in the individualized educational programs of the nonpublic school student. The administrators of the county educational service providers will be notified of services and programs available in the district schools.

4. Where possible, and feasible, all programs and/or services for nonpublic school students required by law will be provided to eligible nonpublic school students by personnel employed by the public school district, and in the facilities of the public schools. Otherwise, such services and/or programs will be provided by purchase of services from approved providers.

5. Nonpublic school administrators will be notified annually of board policy and procedures 5200 Nonpublic School Students by the Director of Special Services.

Adopted: 08/14
SUPERINTENDENT’S STUDENT ADVISORY COUNCIL

A. The primary function of the Superintendent's Student Advisory Council is to provide an opportunity for students to communicate with the Central Administration and an opportunity to discuss ways and means of improving student-community relations in the school district.

B. There shall be five representatives from each of the three high schools.

C. The five member delegation shall include the president of the student council of each school. The four other members from each school shall represent students from the following areas: cooperative education, sophomore class (non-officer), junior class (non-officer) and an "at large" member representing students who are primarily in "T" level courses.

D. There shall be a minimum number of adults present at the meetings. Unless otherwise invited, the adults shall be limited to the Superintendent, the Associate Superintendent, the Directors of Instructional, Administrative, Special Services and Director of Guidance.

E. All senior high school principals are invited to attend each council meeting.

F. Formation of the council shall be duly publicized in each school.

G. Organizational meetings at each senior high school shall be held once the school's council delegation has been selected and before the district-wide council meetings are held at the start of each year so that members are fully aware of the purposes of the council.

H. Meetings should be held one day per month during the school year.

I. Council members will be transported to and from meetings in district vehicles.

Adopted: 08/14
FUND RAISING DRIVES

The Board of Education is opposed to the exploitation of our student body, organizations, staff, and facilities for purposes of outside business interests or organizations. The following prohibitions apply to all fund raising drives not approved by the Superintendent.

A. The District does not participate in drives or campaigns for the collection of food, clothing, of articles of any kind.

B. The District does not issue lists of names or addresses of school pupils and staff to any business, agency, or individual.

Three of the following nine agencies will be given permission annually to place canisters in the schools for fund raising purposes:

- Kidney Foundation
- Heart
- Cancer
- Tuberculosis & Chest Diseases
- March of Dimes
- Multiple Sclerosis Society
- Society for Crippled Children
- Muscular Dystrophy
- Cerebral Palsy

Each of these charitable organizations will be permitted to collect every third year on a rotating basis, as shown above.

Adopted: 08/14
STUDENT FUND RAISING

It is the policy of the Board of Education that the solicitation of funds from students be limited since compulsory attendance laws make the student a captive donor and since such solicitation may disrupt the program of the schools.

The term "student fund raising" includes the solicitation and collection of money for any purpose, and the collection of money in exchange for tickets, papers or any other goods or services except those goods and services which are part of a Board-approved program of the schools.

A. The collection of money in school or on school property or at any school-sponsored event by a student for his/her own benefit is prohibited.

B. Door-to-door solicitation and collection of money by students for any approved fund raising is prohibited.

C. All students are to be informed verbally and in writing of the prohibition of door-to-door solicitation for all fund raisers.

D. Collection of money by school organizations approved by the Board may be permitted by the building principal and Superintendent.

E. Collection for organizations outside the schools by students on behalf of such organizations may be permitted only by the building principal and/or the Superintendent of Schools.

F. Collection of money by teaching staff members for the purchase of books or other materials is not permitted.

G. Solicitation must take place at times and places and in such a manner as is specified by the principal so that it does not interfere with the orderly operation of the schools.

H. The district is not responsible for the protection of, or the accounting of funds collected from students by organizations outside the schools.

I. Tag Days or Canister Collections, because of their unique nature, must adhere to the following regulations.

   1. Prior to the raising of funds in this manner, the organization must secure the approval of the building principal and Superintendent.

   2. Approval is needed for the collection of moneys in the township or any other community.

   3. Such collections must take place on private property only and not on any public right of way, street, or roadway.

   4. Where required by statute, administrative code, or school regulation, funds must be deposited in the student activities account of the school, where appropriate.

   5. Where required by statute, administrative code, or school regulation, the custodian of school funds shall be responsible for deposits, withdrawals, and accounting of such funds in accordance with established policies.
6. Each collection site must have at least one adult chaperone regardless of the number of students at each site. Additionally, chaperones must be provided at a ratio of one chaperone for every four (4) students at each location.

7. Each organization will be restricted to a maximum of two Tag Days or Canister Collections per school year.

Principals shall establish school rules for the solicitation of funds which specify the times and places in which funds may be collected, describe permitted methods of fund raising which do not place undue pressure on students, and limit the kind and amount of advertising for fund raising.

Adopted: 04/06
Readopted: 08/14